

THE TYPISTS' MANUAL.

A TEXT-BOOK FOR COMMERCIAL STUDENTS.

PREFACE TO THE ELEVENTH EDITION

THE fact that in times like the present an Eleventh Edition of this work has followed so quickly upon the Tenth, proves beyond a doubt what has been repeatedly said in the press notices, namely, that a *practical* treatise is always able to hold its own in the public favour.

The present Edition is on exactly the same lines as the previous ones, but it has been brought up to date by the revision of the postal regulations, and contains the latest information with regard to the new rates of postage.

E. COLLYNS.

September, 1918

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PART I

The “Touch” System.

Applicable to any make of Typewriter.

The "Touch" System

(Applicable to any make of Typewriter.)

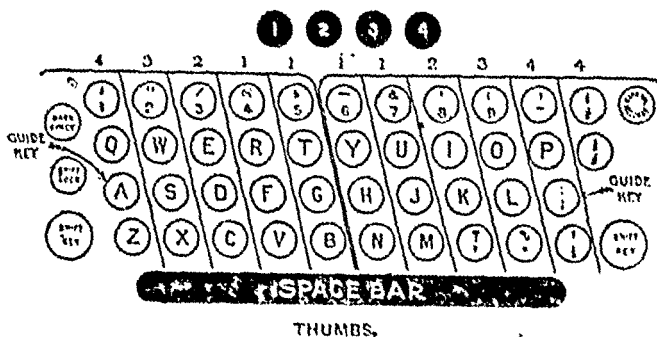
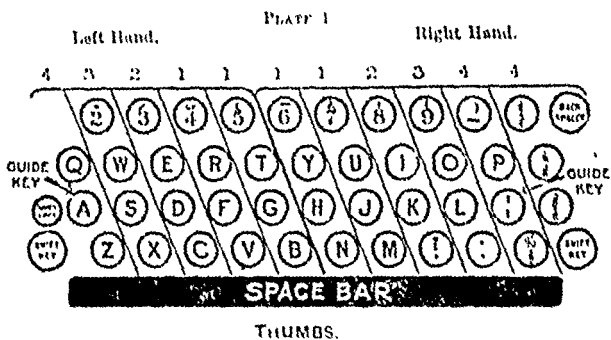
The "touch" system, as its name implies, is one in which the manipulation of the keys is by "touch" and not sight, that is to say, the students operate the keys by feeling instead of looking for them, just as they would the piano. To do this it is necessary that they should know the keyboard by heart, and be able to locate the position of any given letter.

The operation of the mind is thus brought to bear upon that of the fingers, and speed is greatly accelerated, not only because the act of thinking is quicker than that of seeing, but also because the manipulation of the keys is *continuous*. Again, there is the remarkable advantage of being able to operate the

called upon to perform one duty only, namely, that of reading, instead of continuously travelling from "copy" to keyboard, and *vice versa*

The objection may, however, be raised on looking through the "fingering" exercises, that this system will take longer to learn than the old one, but while admitting that the actual work of learning the keyboard *so thoroughly as to be able to locate the position of any given letter* must necessarily require more fingering exercises than the old system, yet, when once this has been accomplished, the saving of time is so great that it more than compensates for what may appear, to the uninitiated, loss of time.

Division of Keyboard.



NOTE.—The Guide Keys are (A) and (I)

LESSON 1.

(Home Work)

Position of the Typewriter and Typist.

Place the typewriter at such a height as to bring the forearm (from the elbow) on a level with the keyboard

Keep the hands as motionless as practicable. pianists, viz., keep the hands as motionless as practicable.

Division of the Keyboard

In order that the position of the letters may be more readily learnt, it has been found expedient to divide the keyboard into three sections*, thus:—

Q	W	E		R	T	Y	U		I	O	P
A	S	D		F	G	H	J		K	L	
Z	X	C		V	B	N	M				

The left section is subdivided into three columns, operated respectively by the second, third, and fourth fingers of the left hand.

The right section is subdivided in a similar manner, and the columns are operated by the second, third, and fourth fingers of the right hand.

The middle section is subdivided into four columns. The two columns to the left being operated by the first finger of the left hand, and the two to the right by the first finger of the right hand.

Thus all the keys are allotted to the fingers of the hands. the column marked "3" by the third finger; the keys within the column marked "2" by the second finger, and those within the two columns marked "1" by the first finger, and similarly with regard to the right half

* This division will hold good for any typewriter with a standard keyboard

The student's first lesson will be to memorise the letters comprised in the left section. This may be easily accomplished by committing to memory the following sentence:—

**Quickly We'll Examine
And Send Down
Zenobia's Xmas Cards.**

It will be seen at a glance that the above sentence forms a key to this section, as the section itself is composed of the first letter of each word, thus:—

Q	W	E
A	S	D
Z	X	C

The sentence should be learnt at home, and the students thoroughly drilled in class both in the sentence and the letters. Afterwards the keyboards should be covered, and the teacher should write the letters on the blackboard from the students' dictation.

Having mastered the letters comprised in the left section, cut a strip of cardboard and print in bold characters the words "left" and "right," and below these words the figures 4, 3, 2, 1, 1, to indicate the fingering of the various columns of keys, thus:—

Left.					Right.				
4	3	2	1	1	1	1	2	3	4

and place this strip above the diagram of the keyboard.

Inserting the Paper.*

Place the paper, together with a *backing sheet*,† between the cylinder and the feed roll, turn the cylinder away from you just enough to catch the paper, raise the carriage (if the machine admits of it being raised), and roll in the paper the required distance.

* See Lesson I, Part II. or III., on the Mechanism.

† A "backing sheet" is a piece of stout paper placed at the back of the typing sheet to prevent the cylinder from becoming indented.

Should the edge of the paper be higher one side than the other, depress the Feed Roll Release Key and adjust the paper by drawing back the side which projects too far.

Manipulation of the Keys.

In operating the keys, the touch should be quick and light. Beginners are very apt to pound the keys, instead of adopting a light staccato touch, that is, releasing one key before another is struck. If the touch is too heavy, the imprint mars the appearance of the work, and, what is far more serious, injures the cylinder of the typewriter. On the other hand, if the keys are struck too lightly the characters are indistinct. Use, therefore, just sufficient force to make a clear impression, without indenting the paper, and do not allow the fingers to dwell on the keys while the type is printing. Complex letters such as "w" and "m" require more force than simple letters, such as "i" and "l."

Strike one key at a time, and remember that it is very important to lift the finger *directly* the key has been struck.

Space once between each word by depressing the space-bar with the right or left thumb. Employ whichever thumb is the nearest to the space-bar, and be careful never to use the fingers for spacing, a method fatal both to speed and correct manipulation.

Place the left hand over the second row of keys from the bottom, with the fourth or little finger resting lightly on the *guide key* (Plate 1), and the third and second fingers hovering just above "s" and "d." Always keep the little finger over the *guide key* excepting when it is moved for a moment to operate a key in another row.

Cover the keyboard with a shield and keep your eyes fixed on the exercise, or on a full-sized diagram of the keyboard placed before you.

Returning the Carriage.*

At the completion of each line, the line must be changed and the carriage returned to commence a new one. This is done

* See Lesson I., Part II. or III., on the next column.

by means of the line-space lever, which is used both to turn the paper into position for the next line, and also to draw back the carriage to the beginning of the line.

Students should be very careful to use one hand only for returning the carriage. The majority of typewriters have the line-space lever to the right of the carriage, in which case, the right hand should be used, but whether it be to the right or the left of the carriage, employ only *one* hand, and let the action of changing the line and returning the carriage be simultaneous. It is fatal both to even line spacing and to rapid work to push back the carriage with one hand and to change the line with the other.

EXERCISE 1.

(Class Work.)

LEFT HAND.—Second, third, and fourth fingers.

Type a line of each of the following words, thus:—

as as as as as as as as as as as as as as as as as as as as

If the typing of any word is incorrect, continue typing it until a perfect line is obtained.

- Don't forget*
- (1) To cover the keyboard with a shield.
 - (2) To strike the keys lightly.
 - (3) To use the *thumbs* for the space-bar.
 - (4) To employ only *one* hand for line spacing and returning the carriage.

as	we	aco	add	awe	axe	cad	caw
daw	dew	ewo	sad	saw	sea	see	sew
sex	wad	was	wax	wed	wee	zea	zax

EXERCISE 2.

adze	awed	cade	case	cedo	cess
dace	dado	daze	dead	deed	ease
seed	wade	wase	weed	cease	dazed
sawed	swede	waxed	accede	access	assess
decade	exceed	excess	secede	wadded	wedded

LESSON II.

(Home Work)

Memorise the letters comprised in the right section by learning the following sentence :—

I Often Pen
Kind Letters

Notice that this sentence forms the key to the right section thus :—

I O P
K L

Drill yourselves thoroughly in these letters and revise Lesson I.

Place the right hand over the second row of keys from the bottom with the second and third fingers hovering just above "k" and "l," and the fourth or little finger resting lightly on the *guide key* (Plate I). Always keep the little finger on the guide key, excepting when it is moved for a moment to operate a key in another row.

NOTE.—Study Lesson II., Part II or III., on the "Care of the Typewriter."

EXERCISE 3.

(Class Work)

Don't forget (1) To compare the lesson on "The care of the Typewriter" with the typewriter and to thoroughly understand which are the various parts of the mechanism named in the lesson

(2) To clean the machine before beginning work.

RIGHT HAND.—Second, third, and fourth fingers.

Type a *perfect* line of each of the following words

ill	kop	hp	loo
lop	oil	pip	pop
kill	loll	look	loop
poop	pill	polo	pool

by means of the line-space lever, which is used both to turn the paper into position for the next line, and also to draw back the carriage to the beginning of the line.

Students should be very careful to use one hand only for returning the carriage. The majority of typewriters have the line-space lever to the right of the carriage, in which case, the right hand should be used, but whether it be to the right or the left of the carriage, employ only *one* hand, and let the action of changing the line and returning the carriage be simultaneous. It is fatal both to even line spacing and to rapid work to push back the carriage with one hand and to change the line with the other.

EXERCISE 1.

(Class Work.)

LEFT HAND.—Second, third, and fourth fingers.

Type a line of each of the following words, thus:—

as as as as as as as as as as as as as as as as as as as as

If the typing of any word is incorrect, continue typing it until a perfect line is obtained.

- Don't forget*
- (1) To cover the keyboard with a shield.
 - (2) To strike the keys lightly.
 - (3) To use the *thumbs* for the space-bar.
 - (4) To employ only *one* hand for line spacing and returning the carriage.

as	we	aco	add	awe	axe	cad	caw
daw	dew	ewe	sad	saw	sea	see	sew
sex	wad	was	wax	wed	wee	zea	zax

EXERCISE 2.

adze	awed	cade	case	cede	cess
dace	dade	daze	dead	deed	ease
seed	wade	wase	weed	cease	dazed
sawed	swede	waxed	accede	access	assess
decade	exceed	excess	secede	wadded	wedded

LESSON II.

(Home Work.)

Memorise the letters comprised in the right section by learning the following sentence :—

I **O**ften **P**en
Kind **L**etters

Notice that this sentence forms the key to the right section thus :—

I **O** **P**
K **L**

Drill yourselves thoroughly in these letters and revise Lesson I.

Place the right hand over the second row of keys from the bottom with the second and third fingers hovering just above "k" and "l," and the fourth or little finger resting lightly on the *guide key* (Plate I). Always keep the little finger on the guide key, excepting when it is moved for a moment to operate a key in another row.

NOTE.—Study Lesson II., Part II or III, on the "Care of the Typewriter."

EXERCISE 3.

(Class Work.)

Don't forget (1) To compare the lesson on "The care of the Typewriter" *with the typewriter* and to thoroughly understand which are the various parts of the mechanism named in the lesson

(2) To clean the machine before beginning work

RIGHT HAND.—Second, third, and fourth fingers.

Type a *perfect* line of each of the following words

ill	kop	lip	loo
lop	oil	pip	pop
kill	loll	look	loop
poop	pill	polo	pool

EXERCISE 4.

RIGHT AND LEFT HANDS.—Second, third, and fourth fingers.

do	is	so	ox
ail	ape	awl	cap
cod	cow	die	dip
ell	ice	lea	law
lap	lax	low	lid
lie	odd	old	oak
ode	owl	pad	paw
pea	sap	sop	

LESSON III.

(Home Work.)

Memorise the following sentence, which forms the key to the middle section :—

Return Typewriter You Unpacked
For George Has Jane's
Very Best New Machine.

R	T	Y	U
F	G	H	J
V	B	N	M

Having memorised this section, the students will now have learnt the most important part of the keyboard. They should be drilled backwards and forwards and up and down the various columns, and should be able to locate the position of any given letters without a moment's hesitation. No pains should be spared on the part of the students to become perfectly familiar with the keyboard, so that they may be able to call up a mental picture of it at any moment, as on this depends the success or failure of the "touch" system.

Teachers too will do well to spend a few minutes *daily* in drilling beginners, just as they would if they were teaching the phonetic alphabet, thus :—

Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	
Z	X	C	V	B	N	M			

Place the hands over the second row of keys from the bottom in the position before described. To operate "t," "g," or "b," stretch out the first finger of the left hand, and then return to its former position, and similarly with regard to the first finger

EXERCISE 5.

(Class Work.)

Remember (1) To compare Lesson III., Part II. or III., with the typewriter.

(2) To set the line space gauge for *single* spacing for this exercise, and *double* for Exercise 6.

All-finger Exercise on one bank only.

Type a *perfect* line of each of the following words:—

it	or	to	up
ye	you	err	eye
ire	ere	our	owe
per	ore	pew	pie
pit	pet	pry	put
rip	row	rue	rot
rut	rye	too	tie
tip	toe	try	top
tow	wit	woe	two
wet	yew	yet	wry

EXERCISE 6.

All finger Exercise on one bank only.

Type a *perfect* line of each of the following words, using capitals for the initial letters:—

Ah	Ha	Ash	Ask
All	Fad	Gad	Gag
Gas	Had	Hag	Has
Jag	Lad	Lag	Alas
Dash	Fall	Flag	Gala
Glad	Gall	Gash	Hall
Hall	Hash	Lash	Lass
Slag	Sash	Flash	Flask
Glass	Slash	Shall	Salad

LESSON IV

(Home Work)

Study carefully Lesson IV., Part II. or III., and learn by heart the technical names connected with setting the margins, &c

THE TYPIST'S MANUAL.

EXERCISE 7.

(Class Work.)

All-finger Exercise on one bank only.
Type a perfect line of each of the following words, using
plains for initial letters in this exercise, and small in
Exercise 8.

Set a margin of 10 in this exercise at the left hand side of
the paper, and in Exercise 8 a margin of 5 each side.

Ewer	Peep	Poor	Pert
Fler	Pipe	Pity	Post
Poor	Popo	Port	Pour
Pout	Proy	Prop	Prow
Poro	Puro	Quit	Riot
Ripo	Rito	Roto	Root
Ropo	Rout	Tier	Tire
Toot	Tore	Tour	Tree
Trip	Trio	Trot	True
Type	Tyro	Weep	Weir
Wopt	Wore	Wipe	Wire
Wiry	Woro	Yoro	Your

EXERCISE 8.

(Class Work.)

RIGHT AND LEFT HANDS. All fingers.

but	buy	for	got
now	nor	not	now
may	row	the	thy
try	uno	yes	you
yet	you	back	ball
hale	bank	hear	bond
best	fact	fade	fall
fair	fall	fame	fare
fast	few	feel	fell
felt	fill	find	fine
firm	form	free	from
full	fund	give	good
hard	have	hear	heat
here	high	hold	hope
just	just	move	much
must	make	many	mark

LESSON V.

(Home Work)

Study Lesson V., Part II. or III., and learn the technical names.

EXERCISE 9.

(Class Work)

RIGHT AND LEFT HANDS —Second, third and fourth fingers.

Type a *perfect* line of each of the following words, using small initial letters in this exercise, and capital initial letters in Exercise 10

Centre the heading *Exercise 9*, thus: Count the number of letters and spaces, allowing two spaces between *Exercise* and *9*, halve it, subtract the half from the centre of the scale, set the Scale Index to the remaining number, and type the heading in capitals, employing the shift-lock if the machine has a shift key.

axis	axle	call	cool
coil	cask	clap	cold
deal	deck	deep	desk
disc	doze	else	idea
idle	keep	laid	less
loss	load	lock	lose
like	lead	leap	odds
ooze	owed	pace	pack
pass	paid	pawl	peck
pose	pick	plea	plow
plod	sake	said	sale
sail	seal	sack	sold
seek	sle	slon	slew
sill	size	skip	slap
slip	slop	soda	soak
soil	wail	weal	week
walk	well	wood	wool
wide	weak	will	wise

EXERCISE 10.

RIGHT AND LEFT HANDS —All fingers.

meet	more	most	name
near	neat	need	next
race	rack	racy	rail
rain	rank	rare	rate
rave	raze	read	real
ream	reap	rear	rent
rise	room	rove	rule
talk	take	task	tear
toll	test	that	theo
them	then	they	this
thou	thus	till	time
tire	toil	told	took
toque	trip	true	turn
unit	upon	vale	vane
vary	vein	very	veto
vico	view	void	voto
yard	yarn	year	zeal

LESSON VI.

(Home Work.)

Study Lessons VI., Part II. or III., and learn the technical names.

EXERCISE 11.

(Class Work.)

RIGHT AND LEFT HANDS.—Second, third, and fourth finger
Type a *perfect* line of each of the following words, using
small initial letters in this exercise, and capital initial letters
Exercise 12.

ailed	allow	askew	awake
awoke	clasp	clasp	clock
clock	close	dwelt	easel
excel	expel	ideal	ivied
lapse	lasso	lease	local
loose	oasis	oxide	papal
peace	pedal	piece	place
plain	plead	scale	scowl
scoop	scope	seize	sized
skill	slack	sleek	sleep
slide	slope	solid	space
spade	speak	speed	spell
spill	spoil	spoke	spool
sweep	swell	weald	wield
appeal	asleep	assail	assize
cooked	dazzle	decide	depose

EXERCISE 12.

RIGHT AND LEFT HANDS.—All Fingers

Begin	Black	Board	Bound
Break	Bring	Broad	First
Force	Fault	Fetch	Gauge
Great	Hurry	Joint	Judge
Merit	Raise	Rally	Range
Rapid	Reach	Recur	Refer
Remit	Right	Rival	Rogue
Rouse	Royal	Teach	Tease
Teeth	Tempt	Tenth	Terse
Thank	There	Thine	Think
Third	Three	Timid	Total
Touch	Trade	Read	Treat
Trial	Trust	Undue	Upset
Under	Usual	Undid	Unfit
Unite	Unity	Vague	Valid
Value	Verge	Vital	Vivid
Vocal	Vying	Yearn	Yield

LESSON VII

(Home Work.)

Study carefully Lesson VII., Part II. or III.

EXERCISE 13.

(Class Work.)

RIGHT AND LEFT HANDS.—All fingers.

Type a *perfect* line of each of the following words, using small initial letters in this exercise, and capital initial letters in Exercise 14.

become	before	belief	better
beyond	branch	facing	favour
figure	finish	gather	honest
honour	making	manage	manner
matter	member	mental	method
middle	motion	motive	normal
notice	number	rather	ratify
reason	recall	recede	recess
recite	reckon	record	redeem
reduce	refine	reform	refund
refuse	regard	regret	relate
relief	remain	remark	remedy
remind	remiss	remote	remove
repaid	repair	repeal	report
resist	result	return	reveal
reward	taught	thence	theory
though	toward	treble	undone
uneven	unfair	uphold	uneasy
unkind	unpaid	unseen	unwise
unable	useful	urgent	utmost
vacant	vacate	versus	virtue

EXERCISE 14.

(Class Work)

RIGHT AND LEFT HANDS—Second, third, and fourth fingers.

Dispel	Elapse	Expose	Escape
Excess	Excise	Oxalic	Iodize
Lacked	Looked	Pallid	Oxalis
Paddle	Palace	Pickle	Peddle
People	Picked	Pillow	Placid
Please	Saddle	Social	Waddle
Willow	Capsize	Decided	Despise
Discuss	Dislike	Dispose	Episode
Explode	Idolize	Lawless	Oradize
Paddock	Padlock	Palsied	Peacock
Pelisse	Pleased	Possess	Slacked
Special	Species	Displace	Displode
Disposed	Likewise	Localize	Palisade
Papalize	Displease	Priceless	Dispossess

LESSON VIII

(Home Work)

Spacing after Punctuation Marks.

In typing the punctuation marks strike them *very lightly*, otherwise they will puncture the paper and ruin the platen of the typewriter.

Space *once*

Example :

is now : "G

"Perty thieves are hanged, people take off their hats to great ones."

Space *once* after a note of interrogation (!), note of exclamation (!), and full-stop (.) when they occur *within* a sentence.

"When did he arrive? and where did he land?" she asked eagerly. "On Jan. 27th, and alas! he sails on the 30th"

When these three stops occur at the *end* of a sentence, space *three* times.

Examples :—What is my case? What are the arguments by which I support it? What are the objections of my opponents?

"What a scene it was! I shall never forget it"

In typing the full-stop after the component letters of degrees and abbreviations, it is customary not to space.

Example:—F.N.S.A. (Fellow of the National Shorthand Association). H.M.S. (His Majesty's Service).

With regard to initial letters for Christian names the custom of spacing or not spacing after the full-stop varies, but the writer is inclined to favour a space being left.

Never space *before* any of the above punctuation marks.

As there is no dash on the typewriter, the hyphen does duty both for the hyphen and the dash.

When used as a hyphen, it should be typed close up to the component parts of the word which it connects, that is to say, without a space being left either before or after it, *e.g.*, Newcastle-on-Tyne. When employed as a dash, a space should be left *before* and *after* it, *e.g.*, "We shall all have to learn typewriting as part of our ordinary education."—*Manchester Guardian*.

Space *once* before the initial and *once* after the final parenthesis marks and quotation marks, but do not space between the parentheses and their enclosure, nor between the quotation marks, and the words quoted.

Examples:—He leaves England to-morrow (Monday) and Paris on Saturday.

"Two heads are better than one" is an old proverb.

In using the apostrophe to mark an omission do not space either before or after it; in using it to signify the possessive case, do not space if it precedes the final *s*, but space once after it if it follows it.

Examples:—Where'er I go. The boy's bicycle. The boys' bicycles.

When the colon and hyphen are used in conjunction with one another (as after the word *Example* in the illustrations just given), type the colon immediately after the word, then the hyphen and then the space.

NOTE.—If the typewriter is not equipped with the semi-colon and note of exclamation, hold down the space-bar and type the comma and colon for the former, and the apostrophe and full-stop for the latter.

Study Lesson VIII., Part II. or III., on Corrections.

EXERCISE 15.

(Class Work)

Type the following Exercise. Omit the letters printed in italics and depress the space-bar once for each omitted letter. Having completed the Exercise, fill in the missing letters in accordance with the rule given under corrections.

Employ double line spacing, 5 margin; paragraphs 10, and be careful to space correctly after punctuation marks.

The art of neat and accurate typing is acquired only by a systematic and thorough course of training

The first lesson must help to show the importance of correct

must they be lifted too high from it.

If too low, the movement of the fingers will be impeded, or, if too high, difficulty will be experienced in keeping them in the correct position

Practise systematically and intelligently and never begin a new lesson until you have thoroughly mastered the old one. Remember that a slowly typed but perfect exercise is worth far more than a quickly but imperfectly typed one. The market is flooded with incompetent typists, therefore, if you wish to succeed, you must raise yourself above the common level

EXERCISE 16

Type each of the following commercial phrases ten times, taking care to copy the punctuation marks and capitals correctly. In typing the subscriptions, *Yours faithfully*, &c., use a capital *Y* for *Yours*, and a small *f* for *faithfully*, but the reverse if the word *faithfully* comes first, thus *Faithfully yours*, not *Faithfully You*.

Sir, Dear Sir, Dear Sirs
Gentlemen, I am, dear Sirs,
remain, Gentlemen, Yours
sincerely, Yours respectfully
servant, Faithfully yours,
Yours very sincerely, Yours, &c.

In typing the full-stop after the component letters of degrees and abbreviations, it is customary not to space.

Example:—F.N.S.A. (Fellow of the National Shorthand Association). H.M.S. (His Majesty's Service).

With regard to initial letters for Christian names the custom of spacing or not spacing after the full-stop varies, but the writer is inclined to favour a space being left.

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The great strength cannot be laid on the importance of cement,

must they be lifted too high from it.

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Sir, Dear Sir, Dear Sirs, Madam, Dear Madam, Mesdames, Gentlemen, I am, dear Sirs, We are, Sir, I remain, Madam, We remain, Gentlemen, Yours faithfully, Yours truly, Yours sincerely, Yours respectfully, Yours obediently, Your obedient servant, Faithfully yours, Very truly yours, Yours very truly Yours very sincerely, Yours, &c.

LESSON IX.

(Home Work.)

Numerical and Miscellaneous Signs.

The figures and miscellaneous signs must now be memorised, after which a *blank* diagram of the keyboard may be drawn on the blackboard by the teacher, and the entire keyboard filled in from the students' dictation.

Various Uses of Characters in Addition to their Primary Use.

The small l (el) is used for the figure 1, unless, as is the case with a few typewriters, the Arabic 1 is given.
e.g., 61.

All capitals are used for Roman figures, *e.g.*, Chapter I.

The capital O is used for the cypher, *e.g.*, 10.

The small x is used—

- (1) For the multiplication sign, $2 \times 3 = 6$.
- (2) For the word *by* (in measurements) $6' \times 3'$.

The hyphen is used—

- (1) For the dash, with a space before and after it to distinguish it from its primary use as the hyphen.
- (2) For the minus sign, *e.g.*, $6 - 3 = 3$.
- (3) In compound words, *e.g.*, book-keeping.
- (4) To denote the omission of figures, *e.g.*, 1900 ~ 6.
- (5) In fractions when expressed in words, *e.g.*, nine-sixteenths.
- (6) In fractions which are not represented on the typewriter, the numerator and denominator being filled in with the pen, *e.g.*, $\frac{9}{16}$.
- (7) To compound ordinal and cardinal numbers when written in words, *e.g.*, twenty-first, twenty-one.

- (8) In the equation sign (see combination characters)
- (9) In the plus sign (the second stroke being filled in with a pen), *e.g.*, $3 + 2 = 5$

The underscorer is used—

- (1) To underscore headings and titles.
- (2) To emphasise words and sentences.
- (3) To denote italics.
- (4) To indicate foreign words and phrases

The apostrophe is used—

- (1) For the single quotation marks, *e.g.*, She said, "What I intended to say was, 'System promotes success.'"
- (2) For the sign for foot or feet, *e.g.*, 1'; 9'.
- (3) For the sign for minutes in geometrical and geographical measurements, *e.g.*, 31° 50' E Longitude.
- (4) In the exclamation mark, see combination characters.
- (5) To denote omissions, *e.g.*, don't, 'tis, e'er

The quotation mark is used—

- (1) For the sign for inch and inches, *e.g.*, 1"; 10½".
- (2) For the sign for seconds in geometrical and geographical measurements, *e.g.*, 20° 0' 43", S. Latitude
- (3) For the ditto mark, *e.g.*, July 7th.
" 8th

The full stop is used—

- (1) For leaders, in the tabulation of figures, &c., to guide the eye from column to column, *e.g.*,

	Cwt.
Santos	433
Rio Janeiro	422
St. Domingo	110

- (2) As marks of ellipsis, *e.g.*,
- (3) For the decimal point, *e.g.*, 10.9.
- (4) Between hours and minutes, *e.g.*, 3.30 p m

The shillings stroke is used—

- (1) In abbreviations, *e.g.*, *n/c.*
- (2) For *to* between figures, *e.g.*, 1/17 pipes.
- (3) For *the* in authors' MSS., *e.g.*, It is /
second day on board / Venus, and /
passengers
- (4) In fractions, *e.g.*, 1/6th.

There are also many signs which are not of frequent enough occurrence to warrant their forming a part of the ordinary keyboard, but such signs may be made up of a combination of two or more characters, or by turning the platen backwards or forwards so as to raise or lower the desired character. In cases, however, where the work of the typist necessitates the frequent use of any particular sign not given on the ordinary keyboard, a mechanic should be called in and the sign in question substituted for some other character which is rarely required.

The following is a list of signs which can be made either by the raising or lowering of a given character or by a combination of characters:—

By turning the Platen a shade backwards—

The Dieresis.....	“	Two full stops.
The Asterisk.....	*	Small x, hyphen and apostrophe.
The Degree sign	°	Small o.
The Decimal point	Full stop.
The Equation sign ...	=	Two hyphens.

By turning the Platen a shade forwards—

Cedilla	,	Comma.
---------------	---	--------

By turning the Platen a shade backwards for the top character, and a shade forwards for the bottom one—

The Section sign	§	Two small s's.
The per cent.....	%	Small o, shillings stroke and small o.
Care of	c/o	Small c, shillings stroke and small o.
Per thousand	o/oo	Small o, shillings stroke and two small o's.

By holding back the carriage half a degree—

Diphthongs	ω, æ	o and e, a and e.
------------------	------	-------------------

By holding down the space bar—

Case	¢	Capital C and shillings stroke.
Rupce	₹	" " " "
Shares	\$	" S " "
Dollar	\$	Capital S and parenthesis* marks.
Division sign . .	÷	Colon and hyphen.
Semi-colon	;	Colon and comma.
Note of exclamation	!	Full stop and apostrophe.
Cent-s	¢	Small c and shillings stroke.

Underscoring.

Type the given line on which the underscorer occurs and when the line is completed, return the carriage (by depressing the carriage-release key so as not to change the line) to the point where the underscoring is to commence. Then strike the underscorer *lightly* the same number of times as there are letters in the word. If the machine is equipped with a ribbon, wind the ribbon slowly while depressing the underscorer.

NOTE.—Study Lesson IX., Part II. or III.

EXERCISE 17.

(Class Work)

Type three lines of each batch of figures and miscellaneous signs:—

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 30, 40, 50, 60, 70, 80, 90, 100, 200, 300, 400, 500, 600, 700, 800, 900, 1,000 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st. I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, XVII, XVIII, XIX, XX, XXX, XL, L, LX, LXX, LXXX, XC, C. $\frac{1}{10}$, $\frac{2}{-}$, $\frac{2}{6}$, $\frac{3}{-}$, $\frac{3}{6}$, $\frac{4}{-}$, $\frac{4}{3}$, $\frac{5}{9}$, $\frac{7}{8}$, $\frac{8}{9}$, $\frac{9}{11}$, $\frac{10}{1}$. £201 10 6 (or £201 10s 6d), £3,000, £601,700, £1,000,000. \$60, \$79, \$200 56° 5' 20" S Lat, 12' 6" x 5' 10", 5%; @; ¢; ₹; S; garçon. $1\frac{1}{2} \div \frac{1}{2} \times (2 \div \frac{1}{2}) = 6\frac{1}{2}$. $\frac{1}{2} + \frac{1}{2} = 1$; $6 - 2 = 4$. 1.75; 9.9.

* In a few machines the parenthesis marks do not answer for the dollar, in which case employ the shillings stroke.

EXERCISE 18.

Hints on Typewriting.

Type the following, carefully underscoring and spacing after punctuation marks as before directed. Employ double line spacing; margin 5; paragraphs 10:—

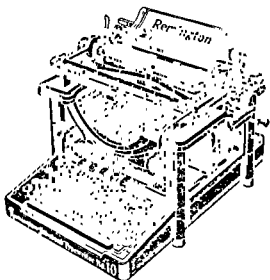
In typing the following exercises students are strongly advised not to be content until they can make a perfect copy.

The directions as to margin, paragraphs, and line spacing should be carefully followed. Then if the first attempt is not satisfactory, the exercise should be re-typed.

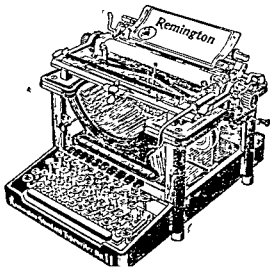
Attention should also be paid to the division of words at the end of the line. Remember that a word of one syllable must never be divided, nor should a syllable consisting of one letter only (for example, a-mount) be allowed to stand alone. Words of more than one syllable should be divided with due regard to the syllables, thus, com-mend; them-selves; im-prove-ment.

In typing first copies, it is not practicable to keep the right hand margin quite uniform, but if a number of copies (say) of a circular letter are to be typed, the right hand margin in the second and subsequent letters may be rendered fairly even by leaving an extra space after a comma or full-stop, if the line is shorter than the following lines; or if, on the other hand, it is longer, by spacing only once after a full-stop, instead of the usual thrice. An additional space may also be left between the words in order to extend a given line, or the paragraphs may be either indented to 11 instead of 10 or commenced at 9 instead of 10, but if this is done in the case of one paragraph all the other paragraphs must follow suit.

PART II.
Mechanism of the "Remington."



No. 10



Mechanism of the "Remington."

LESSON I

(Home Work.)

Inserting the Paper.

No. 10 REMINGTON.—Insert the paper, together with a "backing sheet" between the cylinder (31611, Plate 2) and the Feed Roll. See that the left-hand edge of the sheet touches the Paper Side Guide (33920, Plate 2), and roll it in beneath the Paper Guides (33890 and 33900, Plate 2) with the Line Guide (26930, Plate 2) with the Line Guide (3740, Plate 2)

and draw back the side which projects too far.

No. 11 REMINGTON.—As the No 11 machine is equipped with needle Point Guides, it is better to hold or lock back the Feed Roll Release Key (33740, Plate 2) when inserting the paper, as this brings the needle Points in contact with the cylinder just beneath the back Feed Rolls, so that the paper comes to a standstill square with the cylinder, and directly the pressure on the Feed Roll Release Key is relaxed the paper is held in position by the back Feed Rolls.

The position of the Paper Side Guide (33920, Plate 2) may be altered by loosening the Thumb Screw, and moving the Guide to the required position, and re-tightening the Thumb Screw.

No. 7 AND 8 REMINGTON.—Place the paper, together with a "backing sheet," between the Cylinder (B 7, Plate 7) and the Feed Rolls, turn the Cylinder away from you with one of the Thumb Wheels (153 A, Plate 7) just enough to catch the paper; raise the Carriage and roll the paper in until the line on which you wish to type is even with the Line-guides on the Paper Guide Pieces and at the same time guide the paper beneath the centre Paper Guide (C C 3, Plate 7) with the thumb and finger.

Should the edge of the paper not lie parallel with the scale press down the Feed Roll Release (165 A, Plate 7) with the left-hand little finger, and adjust the paper by drawing back the side which projects too far.

Returning the Carriage.

No. 10 AND 11 REMINGTON.—At the completion of each line, the line must be changed and the carriage returned to commence a new line. This is done by pulling the Line Space Lever (34000, Plate 2) gently to the right until brought to a full stop by the Margin Stop (37622, Plate 2). This will simultaneously change the line and return the carriage.

The carriage can be moved in either direction, without changing the line, by depressing either the right or left Carriage Release (28050, Plate 2).

No. 7 AND 8 REMINGTON.—Raise the Carriage Lever (170 Z Plate 7), and at the same time inclining the hand to the right until the carriage is returned to the required position.

The carriage can be moved in either direction, without changing the line, by depressing the Carriage Release (140½ A, Plate 7).

When raising the carriage to inspect the work, do so by means of the handle to the left of the carriage, and not by the Carriage Lever. If lifted by the Carriage Lever, the line will be changed, and the typing, when resumed, will fall on the line below.

The Ribbon Movement.

No. 10 AND 11 REMINGTON.—The ribbon movement is entirely automatic on these machines, and thus relieves the operator from any care of it from the moment that it is put on until it requires to be replaced by a new one.

If it is desired to reverse the ribbon before the spool is empty, it can be done by pushing in or pulling out the Gear Shaft (26290, Plate 5) by means of the Cranks (27670, Plates 2 and 5) at either end of the Gear Shaft.

All the No. 10 and 11 Machines are fitted for using Two-colour Ribbons (Plate 5), and the two-colour Dial or Indicator (27960, Plate 2) is located close to the left-front post of the

typewriter. To write in red, turn the knob to the left so that the Pointer is over the red spot, and to write in purple or black, turn the knob to the right so that the Pointer is over the black spot.

When a One-colour Ribbon is in use, the whole of its surface may be utilized by keeping the knob of the Indicator to the right until the upper portion of the ribbon is worn out, and then to the left.

No 7 AND 8 REMINGTON.—The ribbon movement is *entirely* automatic on the No. 7 and 8 typewriters, and does not require to be reversed by the operator when it has run out. It has two movements, viz., from spool to spool and a transverse movement across the typebar basket, thus ensuring the entire surface of the ribbon being utilised.

If it is desired to reverse the ribbon before it has run out, it can be done by pushing in or pulling out the Gear Shaft by means of the Crank on the left hand side of the machine. When this shaft is pushed in, the ribbon will wind on to the right spool, and, when pulled out, it will wind on to the left spool.

Any of the No 7 or 8 machines may be fitted with the Two-colour Ribbon Device, and the second colour can be instantly switched into position for printing by means of the Ribbon Lever which is situated just above the left-hand Ribbon Spool.

LESSON II

(Home Work)

Care of the Typewriter.

It is of the utmost importance that the typewriter be kept free from dust and dirt, and to ensure the best results with the least expenditure of energy on the part of the operator it should be oiled and cleaned daily. When the machine is not in use, keep it closely covered, and clean it *daily* in the following manner —

No. 10 and 11 REMINGTON.—Dust the machine all over, using a soft duster for the parts which are easily accessible, and a long-handled brush for the intricate parts. Oil the

THE TYPISTS' MANUAL.

is in which the carriage runs with two or three drops of
st clock oil, and distribute by running the carriage back-
and forwards by means of the Carriage Release (28050,
2). Wipe off all superfluous oil with a wash leather and
the nickel-plated parts of the machine. Clean the type
brushing it firmly with a type brush.

In addition to the daily clean, the pinion wheel shaft should
be oiled occasionally by putting a drop of oil in the oil hole in
top of the pinion wheel stand. The point of the dog
(193, Plate 6), the teeth of the escapement wheels (20702
and 20712, Plate 6), the bearings of the spool shafts and
the long ribbed movement shaft should be oiled occasionally
with the point of a pin dipped in oil, or a very fine camel's
hair brush.

No. 7 AND 8 REMINGTON.—Remove the Paper Shelf (F 1,
Plate 7), dust the machine all over, using a soft duster
for the parts which are easily accessible, and a long-
handled brush for the intricate parts. Having removed
all dust, oil the top rods upon which the carriage runs,
with a few drops of the best clock oil. Depress the
Carriage Release Lever, run the carriage backwards and for-
wards, to distribute the oil, afterwards wiping off the
superfluous oil with a wash-leather. The same leather may be
used to wipe the nickel-plated portions of the machine.

CLEANING THE TYPE.—Raise the carriage and push it back
upon the Paper Shelf; take hold of the right-hand end
of the Ribbon Shield* and raise it into an almost upright
position; insert the type brush into the well of the machine,
and brush the type all round. If it is found that this
is not sufficient to clean the letters most frequently used
raise the type bar, and, while holding it firmly with one hand,
brush the type thoroughly. Then lower the Shield, and
doing so see that the Ribbon Spool is in position between the
two prongs of the Shield Fork.

In addition to the above process, which should be g
through daily, a drop of oil should also occasionally be
tributed on the teeth of the Escapement Wheel;

* If the ribbon shield is too far back to permit it to pass the carriage,
forward by the left hand and near the hinge.

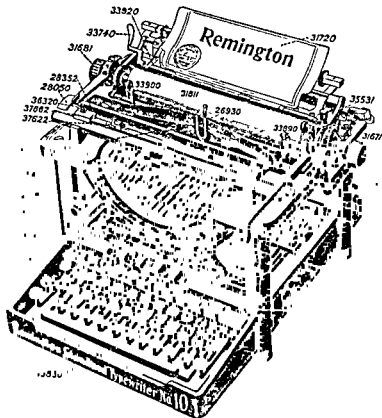


PLATE 2—FRONT VIEW OF No 10 REMINGTON.

33920—Paper Side Guide	37652 } Final Marginal Stop	63520—Column Selector Keys
33740—Feed Roll Release Key	37662 } " " Stop	17620—Shift Lock
31681 } Thumb Wheels	36320 } " Release Lovers	31720—Paper Shelf
31671 }	36310 }	35531—Line Space Gauge
33900 } Paper Fingers	37691—Pointer	26030—Central Line Gauge
33890 }	37540—Marginal Release	27721—Ribbon Carrier
31611—Cylinder	27180 } Ribbon Position	27670—Gear Shift Crank
28352—Carriage Scale	Indicator Stand	34000—Line Space Lever
28050 { " Release	27900 } Knob of Ribbon Position Indicator	13410—Back Space
37622 } Lovers		13830—Space Bar
37612 } Marginal Stops		

points of the Dogs; in the two holes in the top of the Pinion-wheel Stand; in the holes in the joints of the Carriage Oscillator; and on the bearings of the Ribbon Spool Shafts and the Ribbon Movement Shaft.

LESSON III.

(Home Work.)

The Keys.

NO. 7, 8, 10 AND 11 REMINGTON.—Each key on the Remington Typewriter (with the exception of the two Shift Keys) represents two characters.

The keys representing the alphabet show but one character, although each of them is capable of typing both the small letter and the corresponding capital letter.

The other keys, each representing two dissimilar characters, have both characters indicated on the face of the key, and are consequently styled "double" keys.

When the cylinder is in its normal position, the small letters or the front signs of the double keys are typed if a key is depressed.

For capitals, or any of the rear signs of the double keys, depress the right Shift Key with the fourth finger of the right hand if the key is in the left-hand section of the Key-board, and the left Shift Key with the fourth finger of the left hand if it is in the right-hand section, and then depress the required key. The Shift Key should be pressed well home *before* the key is struck, and should not be liberated until *after* the key has been released.

The Printing Point and Scales.

NO. 10 AND 11 REMINGTON.—By the aid of the cut-out on the Line Gauge (26930, Plate 2), the typist is enabled to ascertain the exact position at which a given letter will fall, namely, in the *centre* of the cut-out, and this position corresponds to the number registered by the Pointer (37691, Plate 2) on the Carriage Scale (28352, Plate 2).

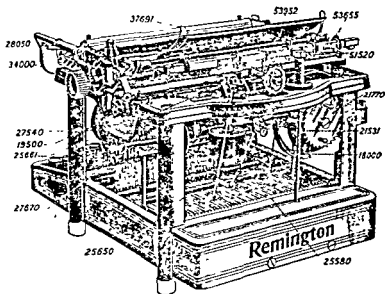


PLATE 3

BACK VIEW OF No 10 REMINGTON

37691—Pointer
 28050—Carriage Release Lever
 34000—Line Space Lever
 27540—Ribbon Spool
 19500—Flexible Metal Strap
 25661—Column Selector and Carriage Governor Shaft
 27670—Gear Shaft Crank

25650—Column Selector Key Lever
 25590—Carriage Governor
 53952—Reversible Rack
 53655—Stop
 51520—Column Selector Star Wheel
 21770—Tension Ratchet
 21531—Tension Pawl
 18000—Mainspring Wheel

points of the Dogs; in the two holes in the top of the Pinion-wheel Stand; in the holes in the joints of the Carriage Oscillator; and on the bearings of the Ribbon Spool Shafts and the Ribbon Movement Shaft.

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For capitals, or any of the rear signs of the double keys, depress the right Shift Key with the fourth finger of the right hand if the key is in the left-hand section of the Key-board, and the left Shift Key with the fourth finger of the left hand if it is in the right-hand section, and then depress the required key. The Shift Key should be pressed well home *before* the key is struck, and should not be liberated until *after* the key has been released.

The Printing Point and Scales.

NO. 10 AND 11 REMINGTON.—By the aid of the cut-out on the Line Gauge (26930, Plate 2), the typist is enabled to ascertain the exact position at which a given letter will fall, namely, in the *centre* of the cut-out, and this position corresponds to the number registered by the Pointer (37691, Plate 2) on the Carriage Scale (28352, Plate 2).

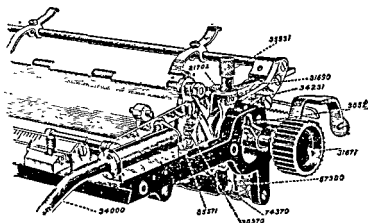


PLATE 4—No 10 REMINGTON

- 30370—Spacing Ratchet.
- 30521—Variable Line spacing Locking Lever
- 31671—Right Hand Cylinder Thumb Wheel
- 31690—Cylinder Stop Spring
- 31702—Roll of Cylinder Stop Spring
- 34000—Line space Lever
- 34231—Line space Gauge
- 35531—Line space Gauge Thumb Piece
- 35571—Line-space Pawl.
- 67380—Paper Finger Tension Spring.
- 74370— " " " " Adjusting Screw

NO. 7 AND 8 REMINGTON.—The typing point on these machines is ascertained by the aid of the scales (87 Z, Plate 7), and the Indicator (94 A, Plate 7). Thus, if the Indicator points to "O" on the Front Scale (87 Z, Plate 7), it denotes that the character typed will be at the commencement of the line; or if, on the other hand, it points to 72, or 120, it denotes that the character typed will be at the end of the line.

In addition to the Indicator the typist is also warned that the end of the line is near, by the ringing of the Bell at 5 degrees before the end of the line.

Line-spacing.

NO. 10 AND 11 REMINGTON.—For single line-spacing, lift the knurled Thumb Piece (35531, Plates 2 or 4) of the Line Space Gauge, and set it in the groove farthest from you; for double line spacing, set it in the centre groove; and for treble line-spacing, set it in the front groove.

NO. 7 AND 8 REMINGTON.—For single line-spacing, pull the Space Gauge down to its lowest point; for double line-spacing, raise it to a *horizontal* position, with the end of the Gauge pointing towards you; and for treble line-spacing, raise it to a *perpendicular* position, with the end of the Gauge pointing upwards.

Variable Line-space.

NO. 10 AND 11 REMINGTON.—If it is desired to type upon a given line, or upon ruled paper where the spacing differs from the ordinary line-spacing, press in the right-hand Thumb Wheel (31671, Plate 2 or 4) with the right-hand and with the left, turn the left-hand Thumb Wheel (31681, Plate 2) until the given line is exactly to the edge of the Line Gauge (26930, Plate 2). If it is desired to use the Variable Line Space for several lines in succession, press in the right Thumb Wheel (31671, Plate 2 or 4) and lock it by pulling over the Variable Line Space Lock (30521, Plate 4), so that it catches over the flange on the hub of the Thumb Wheel.

NO. 7 AND 8 REMINGTON.—Press in the right-hand Thumb Wheel, and turn the paper up by means of the left-hand Thumb

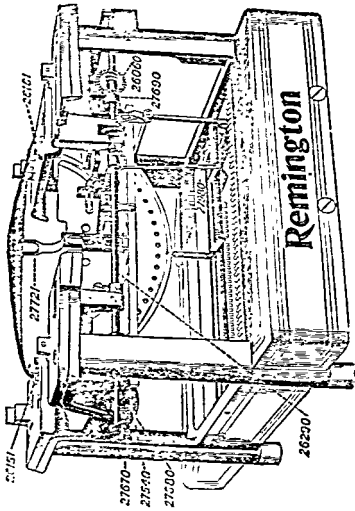


FIGURE 6 - BACK VIEW OF REMINGTON, SHOWING RHIBON MICHANISM

- | | | | |
|-------|-------------------------|-------|----------------------------|
| 26060 | Ribbon Reversal Gear | 27670 | Gear Shaft Track |
| 26151 | Right Hand Ribbon Hub | 27680 | Hidden Movement Wires Gear |
| 26161 | Left | 27690 | Hidden Carrier |
| 26200 | Ribbon Gear Shaft | 27721 | Hidden Wire |
| 26240 | Right Hand Ribbon Spool | 27980 | Hidden Wire |

Wheel until the given line is even with the Line Guides, which will be found on the Paper Guide Pieces.

LESSON IV.

(Home Work.)

To Regulate the Left-hand Margins.

No. 10 AND 11 REMINGTON.—To set a margin on the left-hand side of the paper, move the left Marginal Stop (37622, Plate 2), along the Marginal Stop Bar (by pressing with the thumb on the knurled knob) until the Indicator points to the desired degree on the Scale (28352, Plate 2).

In work requiring *two margins*, say marginal notes beginning at 5, and the body of the work at 20, set the Stop for 20 as before described, and the Inner Marginal Stop (37662, Plate 2) by pressing back the Final Stop Release Lever (36320, Plate 2). If it is desired to pass from one margin to the other, or to clear both margins, press the Marginal Release (37540, Plate 2).

No. 7 AND 8 REMINGTON.—To regulate the left margin, it is necessary to move the *right* Marginal Stop (situated at the back of the machine) to the left, along the Marginal Stop Bar. To do this take hold of the Marginal Stop Cam Lever and slide it along until the Indicator points to the required number on the bar.

To set an inner margin, as described above, press in the catch head and slide the Inner Marginal Stop to the required number. To pass from one margin to the other, or to clear both margins, press in the Marginal Stop Release Button (156 Y, Plate 7).

To Regulate the Right-hand Margins.

No. 10 AND 11 REMINGTON.—To shorten the line of writing, set the Marginal Stop (37612, Plate 2) so that its Indicator points to the degree at which the lines are to end, and slide the Paper Guide (33890, Plate 2) towards the left, in order that the Paper Guide Roll may confine the right-hand edge of the paper. The Bell will, as usual, give timely warning five spaces before the end of the line (as gauged by the Marginal Stop) is reached.

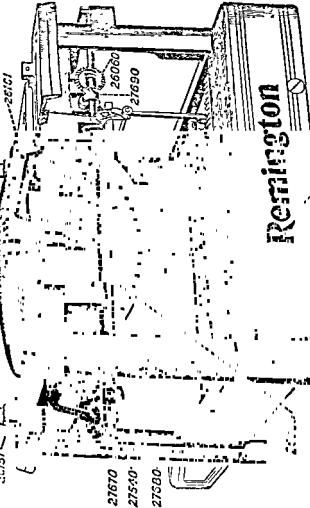


PLATE 5 - BACK VIEW OF REMINGTON, SHOWING RIBBON MECHANISM

- | | |
|---------------------------------|------------------------------------|
| 26060 - Ribbon Reverse Gear | 27670 - Gear Shaft Crank |
| 26151 - Right Hand Ribbon Slot | 27680 - Ribbon Movement Worm Gears |
| 26161 - Left | 27690 - Ribbon Carrier |
| 26290 - Ribbon Gear Shaft | 27721 - Ribbon Lifting Wire |
| 26740 - Right Hand Ribbon Spool | |

Wheel until the given line is even with the Line Guides, which will be found on the Paper Guide Pieces.

LESSON IV.

(Home Work.)

To Regulate the Left-hand Margins.

No. 10 AND 11 REMINGTON.—To set a margin on the left-hand side of the paper, move the left Marginal Stop (37622, Plate 2), along the Marginal Stop Bar (by pressing with the thumb on the knurled knob) until the Indicator points to the desired degree on the Scale (28352, Plate 2).

In work requiring *two margins*, say marginal notes beginning at 5, and the body of the work at 20, set the Stop for 20 as before described, and the Inner Marginal Stop (37662, Plate 2) by pressing back the Final Stop Release Lever (36320, Plate 2). If it is desired to pass from one margin to the other, or to clear both margins, press the Marginal Release (37540, Plate 2).

No. 7 AND 8 REMINGTON.—To regulate the left margin, it is necessary to move the *right* Marginal Stop (situated at the back of the machine) to the left, along the Marginal Stop Bar. To do this take hold of the Marginal Stop Cam Lever and slide it along until the Indicator points to the required number on the bar.

To set an inner margin, as described above, press in the catch head and slide the Inner Marginal Stop to the required number. To pass from one margin to the other, or to clear both margins, press in the Marginal Stop Release Button (156 Y, Plate 7).

To Regulate the Right-hand Margins.

No. 10 AND 11 REMINGTON.—To shorten the line of writing, set the Marginal Stop (37612, Plate 2) so that its Indicator points to the degree at which the lines are to end, and slide the Paper Guide (33890, Plate 2) towards the left, in order that the Paper Guide Roll may confine the right-hand edge of the paper. The Bell will, as usual, give timely warning five spaces before the end of the line (as gauged by the Marginal Stop) is reached.

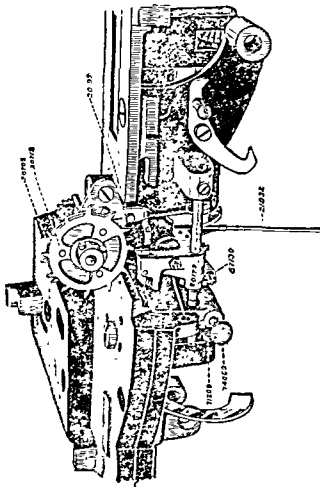


PLATE 4 - REMINGTON LETTER SPACING MECHANISM.

- | | |
|-------------------------------|--|
| 20173 - Letter Spacing Hocker | 21832 - Facement Pull Wire |
| 20103 - Mycing Dog | 67150 - Letter Mycing Boxer Coiled Spring. |
| 20701 - Facement Wheels. | 27000 - Bug Tension Myring Not Screw. |
| | 74000 - Bug Tension Spring |

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the second Marginal Stop (37652, Plate 2) can also be set any desired number by pressing the Final Stop Release Bar (36310, Plate 2). If it is desired to extend the line of typing beyond the limit set by the Marginal Stops, press the Marginal Release (37540, Plate 2).

No. 7 AND 8 REMINGTON.—To shorten the line of typing, slide the *left* Marginal Stop along the Marginal Stop Bar until the Indicator points to the required number. This will prevent the carriage from passing beyond this point, and also ensure the Bell giving warning five spaces before the end of the line is reached.

The second Marginal Stop is set in the same way as the corresponding one at the beginning of the line, viz., by pressing the catch head.

The Marginal Stop Release Button (156 Y, Plate 7) acts in exactly the same manner with regard to the right-hand margins as the left.

It is also useful for inserting two or three additional letters after the 72nd degree has been reached. By depressing the Release Button the length of the writing line can be extended to the 75th degree.

When typing on narrow paper, envelopes, post cards, &c., the Paper Guide (C C 4, Plate 7) should be slid along the bar so as to confine the right-hand edge of the paper, envelope, or post card.

The left-hand paper guide (C C 5, Plate 7) and the envelope guide (C C 3, Plate 7) can also be slid along the bar to a required point.

LESSON V.

(Home Work.)

The Shift Lock.

No. 10 AND 11 REMINGTON.—It will have been observed the cylinder, when in its normal position, prints either letters or the miscellaneous signs to the front of the keys.

any of the five stops, and the carriage moves one forward *from the point where it is situated*, and similarly with regard to the other keys.

As the Rack is reversible, as many as four different styles of work can be set up at the same time by simply revolving the Rack on its axis and using the special Stops which operate on one, two, three or four sides according to the style of Stop. To prevent the shock which might be caused to the carriage by the use of the Column Selector, the machine is equipped with a Carriage Governor (25580, Plate 3) which absorbs the shock.

LESSON VI

(Home Work)

Changing Ribbons.

NO. 10 AND 11 REMINGTON.—Wind the old ribbon all on to the *right* hand spool by turning the Crank (27670, Plate 2); detach it from the left hand ribbon tape, taking care to keep this tape above the top plate, unscrew the knurled screw to the front of the right hand ribbon spool (27540, Plate 3), and slip off the spool containing the old ribbon, or, in the latest models, press down the snap catch which projects from the Ribbon Spool Shaft, and slip off the spool, then turn the Ribbon Spool crank (27670, Plate 5) till the weight which is attached to the shaft lies on the top of the shaft. Take the spool containing the new ribbon and hold it with the *cut-out* side next to the Ribbon Spool shaft, pass the free end of the ribbon up through the slot in the top plate, and across the type basket, attach it by means of the clip to the tape on the left spool, taking care that the clip lies *above* the ribbon, replace the old spool with the new one, by passing the ribbon spool shaft through the slot in the top plate, and if the ribbon is not stretched across the type basket, pull it up and across the type basket.

Now take hold of the ribbon as it lies stretched across the type basket, with the thumb and finger of each hand, and pass it behind and below the ribbon carrier (27721, Plate 5), draw it slightly forward and at the same time raise it so that it is secured within the two loops of the ribbon carrier. Finally straighten the ribbon by turning the crank 27670, Plate 5.

For a capital or a miscellaneous sign at the rear of the double keys, the student has been taught, in Lesson III., to depress one of the Shift Keys. He must now go a step further. Suppose that one or more words are required to be capitalised:— Instead of holding down the Shift Key, which would involve loss of time, lock the Shift Key by depressing the Shift Lock (17520, Plate 2) with the fourth finger of left hand. To again release for lower case characters, press the left Shift Key.

NO. 7 AND 8 REMINGTON.—To lock for upper case characters as above described, lift the Cylinder Shifter (149 A, Plate 7) which has the effect of holding the Cylinder back.

When the cylinder is thus locked, a lower case character may be typed by depressing either of the shift keys.

The Column Selector of No. 10 Remington.

This time-saving device should be utilized whenever possible, as for example in the display of letters, where a stop may be set for the *date*, for the *inside address*, for the *paragraphs*, for the *subscription*, and for the address on the envelope. It may also be employed in tabular work when the column *begin* at a *uniform* number.

The method of procedure is as follows:—Set the Stops* (53655, Plate 3) on the Rack (53952, Plate 3) at the desired points and depress the required Column Selector Key (53520, Plate 2). That is to say, if you wish to type at the degree where the fifth stop is set, for example to insert the date, depress the Key marked "5"; if at the degree where the *first* Stop is set, for example the second line of the inside address depress the Key marked "1" and so on, and remember it is not necessary to return the carriage to the beginning of the line each time, but simply to depress the required Column Selector Key and to *keep the finger on the key* until the carriage comes up against the stop.

Note that with this latest column selector each key acts in conjunction with its own stop only, that is to say, No. 1 Key moves the carriage to No. 1 Stop, No. 2 Key to No 2 Stop, and so on, whereas with the old model No. 1 Key operates with

* See that the little retaining spring of the stop is to the *right* when fixing it in the rack.

any of the five stops, and the carriage moves one forward *from the point where it is situated*, and similarly with regard to the other keys.

As the Rack is reversible, as many as four different styles of work can be set up at the same time by simply revolving the Rack on its axis and using the special Stops which operate on one, two, three or four sides according to the style of Stop. To prevent the shock which might be caused to the carriage by the use of the Column Selector, the machine is equipped with a Carriage Governor (25580, Plate 3) which absorbs the shock.

LESSON VI

(Home Work)

Changing Ribbons.

No. 10 AND 11 REMINGTON.—Wind the old ribbon all on to the *right* hand spool by turning the Crank (27670, Plate 2); detach it from the left hand ribbon tape, taking care to keep this tape above the top plate, unscrew the knurled screw to the front of the right hand ribbon spool (27540, Plate 3), and slip off the spool containing the old ribbon, or, in the latest models, press down the snap catch which projects from the Ribbon Spool Shaft, and slip off the spool, then turn the Ribbon Spool crank (27670, Plate 5) till the weight which is attached to the shaft lies on the top of the shaft. Take the spool containing the new ribbon and hold it with the cut-out side next to the Ribbon Spool shaft, pass the free end of the ribbon up through the slot in the top plate, and across the type basket; attach it by means of the clip to the tape on the left spool, taking care that the clip lies *above* the ribbon; replace the old spool with the new one, by passing the ribbon spool

basket, with the thumb and finger of each hand, and pass it behind and below the ribbon carrier (27721, Plate 5), draw it slightly forward and at the same time raise it so that it is secured within the two loops of the ribbon carrier. Finally straighten the ribbon by turning the crank 27670, Plate 5

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When inserting a two-colour ribbon, see that the red strip, or the one not generally required, is at the bottom of the ribbon carrier.

Note:—When a new ribbon has passed for the first time from the right hand spool to the left, a curved piece of metal known as the ribbon spool bridge, will be released and will fall from the spool. This may be thrown away, as the use of this bridge is simply to facilitate the passing of the locking pin lever into position in the hub of the spool, and when once this is done the bridge is no longer required.

No. 7 AND 8 REMINGTON.—Wind the old ribbon on to the right-hand spool; unpin it at the left end; reverse it; raise the Ribbon Shield as you would for cleaning the type; unwind the ribbon from the right-hand spool and unpin it. Pass the end of the new ribbon through the left slot in the Ribbon Shield (from the under side); down through the slot in the top plate; attach it to the tape on the left spool, and wind it all on this spool by means of the Crank. Then pass the free end of it under the two guides on the lower side of the Shield; through the guide at the right-hand end of the Shield; down through the slot in the top plate (just over the right-hand spool), and pin the ribbon to the tape attached to the right spool. Lower the Shield, and in doing so see that the ribbon spool is in position between the two prongs of the shield fork.

LESSON VII.

(Home Work.)

The Carriage Tension.

No. 10 AND 11 REMINGTON.—The force which moves the carriage along from right to left is supplied by means of a powerful mainspring (18000, Plate 3). This spring is connected with the carriage by a flexible metal strap (Plate 3), one end of which is attached to the wheel retaining the main-spring, and the other to the carriage. The Tension should be as light as possible so as to

undue wear upon the Escapement Wheels (20702 and 20712, Plate 6), and Dog (20193, Plate 6), that is to say, it should be just enough to compel the carriage to move *promptly* when a key is depressed.

To increase the Tension, turn the Tension Ratchet (21770, Plate 3) to the right, and to diminish lift the handle of the Tension-pawl (21531, Plate 3) up and down.

No. 7 AND 8 REMINGTON.—To increase the Tension, turn the Tension Ratchet which is accomplished by turning the Bell (128 Z, Plate 7) to the right; and to diminish the Tension, lift the Tension-pawl handle up and down.

The Tension seldom, however, requires adjusting, as the amount of tension which is lost by the movement of the carriage from right to left is regained by the reverse action of returning the carriage. That is to say, the Tension runs down a certain amount every time the carriage travels from right to left, but this is exactly counterbalanced when the carriage is returned, as the act of returning it re-winds the main-spring. Students are, therefore, warned against experimenting with it.

If the carriage refuses to move promptly, it can generally be remedied, not by increasing the Tension, but by cleaning and oiling the machine. Unless it is kept perfectly clean and bright, the carriage will always move sluggishly.

The Finger Key Tension.

No. 10 AND 11 REMINGTON.—The amount of tension on the Letter Spacing Rocker (20173, Plate 6) is regulated by the

then tighten the set screw again. To diminish the tension, turn the adjusting screw to the left.

No. 7 AND 8 REMINGTON.—The Tension of the keys is governed by a spring attached to the Tension Collar at the back of the machine on the right-hand side. It is regulated as

rew to the right, and to diminish the Tension, turn it to the left.
As the machines are properly adjusted before being sent out from the makers, the remark as to the undesirability of students interfering with the Carriage Tension applies with equal force to the Key Tension.

LESSON VIII.

(Home Work.)

The Letter Spacing.*

No. 10 AND 11 REMINGTON.—The step-by-step motion of the carriage in these models is accomplished by the action of the letter spacing dog (20193, Plate 6), upon the escapement wheels (20702 and 20712, Plate 6). This dog is mounted upon the upright arm of the rocker (20173, Plate 6), at such a height as will permit it to engage slightly the teeth of the escapement wheels just above, and thus prevent them from revolving, save as motion is communicated to them by the operation of the machine.

The dog is so adjusted that when a key is struck, it released from a tooth in the rear escapement wheel, and brought into contact with the next tooth in the front escapement wheel. As soon as the key is released, the rocker goes back to its first position, engaging a tooth in the rear escapement wheel.

There are four holes in the arm of the letter spacing rocker for adjusting the letter spacing rocker pull wire. In normal position the pull wire is hooked in the second hole toward the end of the arm, the dog trips quicker by the of the key lever and so increases the speed of the escapement.

To change the escapement from a direct to a reverse it is only necessary to loosen with a wrench the three which clamp the two escapement wheels together, and so

*The writer is indebted to Messrs. Wyckoff, Seaman, and Benedict following paragraph, re Letter Spacing.

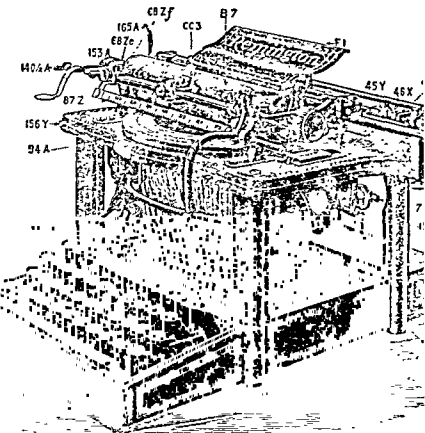


PLATE 7 - FRONT VIEW OF NO. 7 REMINGTON

- | | |
|------------------------------|--|
| 1—Paper Shelf | 2Z—Way Rod |
| 17—Cylinder | 3Z—Carriage Guide Rod |
| 14— | 170Z—Carriage Lever |
| 15— | 169A—Carriage Release Key |
| 16—Paper Guide Holder Spring | 94A—Indicator |
| 18—Thumb Nut | 150A—Marginal Stop Release Push Button |
| A—Thumb Wheel | 14Z—Way Rod Thumb screw |
| 1A—Feed Roll Release Key | 149A—Cylinder Shifter |
| Y— | 7Z—Gear shaft |
| Z—Marginal Stops | 87Z—Front Scale |
| X—Marginal Stop Catch Head | |

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relation of the teeth of the two escapement wheels that the
of the back wheel stand ahead of those on the front, or
versa. This renders it easy to adjust the machine to the
ch of any operator.

No. 7 AND 8 REMINGTON.—The step-by-step motion of the
carriage, whereby the letter-spacing is performed, is accom-
plished by the action of the spacing dogs upon the escape-
ment wheel. These dogs are called the "rigid" dog,
and the "loose" dog. They are mounted upon the
upright arm of the rocker, at the back of the machine, at
such a height as will permit them to slightly engage the
teeth of the escapement wheel just above them, and
thus prevent them from revolving save as motion is
communicated to them by the operation of the machine.
The loose dog is so adjusted as to spring forward until it
stands opposite the next notch of the escapement wheel
every time that a key is depressed, and the rocker brought
forward to a point where the rigid dog engages with the escape-
ment wheel. As soon as the key is released, the rocker goes
back to its old position, but the loose dog enters the notch of
the escapement wheel, which is next to the one from which it
has just been released; the carriage then moves on, carrying
the loose dog along with it, until the motion is checked by the
loose dog coming against the upright arm of the rocker, which
stops it exactly in a line with the rigid dog, and exactly the
place of one letter from the point at which it started.

LESSON IX.

(Home Work.)

Corrections and Back Spacer.

No. 10 AND 11 REMINGTON.—To insert corrections, erase
error with a firm piece of eraser, covering the previous
either with a shield or strip of paper to avoid smearing.
If the line has not been changed, operate the Back
(13810, Plate 2) until the space in which the character
re-typed appears in the centre of the cut-out on the Line

(26930, Plate 2), or if it is necessary to return the carriage more than a few spaces, employ one of the Carriage Release Levers (28050, Plate 2).

To insert a correction *after* the line has been changed, roll the Cylinder back by one of the Thumb Wheels (31681 and 31671, Plate 2) until the bottom of the line upon which the correction is to be inserted is at the edge of the Line Gauge (26930, Plate 2). Then proceed as before directed. If the sheet has been removed from the machine, re-insert it, and adjust by means of the Feed Roll Release Key (33740, Plate 2) and the Variable Line-space Gauge (31671, Plate 2), taking care to test by the "l" or "i" and to see that the stem of the letter corresponds with the graduated marks on the edge of the Line Gauge.

NO 7 AND 8 REMINGTON—Erase the error as before described, and if the line has been changed, turn the paper into position thus. Roll the Cylinder back with the Thumb Wheel so as to bring the bottom of the line on which the correction is to be inserted even with the Cylinder Scale; note the number; turn the Cylinder two notches from the Cylinder Scale; set the Indicator (by depressing the Carriage-release Key) to the corresponding number of the Front Scale, and insert the correction.

Should an error be discovered after the paper has been removed from the machine, the paper must be re-inserted, and adjusted by means of the Feed-roll Release Key (165 A, Plate 7). In doing so see that the bottom of the line on which the correction is to be made is *even* with the Cylinder Scale, and that the centre of each letter comes exactly over a given degree of the Scale, and not between two of them. The "l" and "i," having a straight-central stem, will be found convenient for testing the correct position. When the paper is thus adjusted, follow the rule given above for inserting corrections.

It will sometimes happen that a word of (say) two letters has been typed in mistake for one of three, leaving only two spaces to insert the correct word of three letters. This difficulty can be overcome by moving the paper a trifle to the right or left, so as to take up half of each space usually left before and after the word. Suppose, for example, the word "an" had been

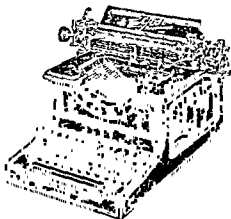
typed in error for "*and*." Erase the error and adjust the paper, so that the "*and*" when typed, will fall exactly in the centre of the blank space. This will allow only half a space on each side of the word, but will save the necessity of re-typing the page, which is a consideration when time is a matter of importance.

Make a rule of checking all work by the original, marking errors with a light pencil mark in the margin or on a separate slip of paper. If the errors are slight, erase them and insert corrections; if numerous, the matter should be re-typed.

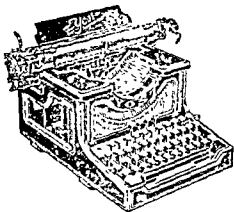
PART III.

Mechanism of the

Yost
LIGHT-RUNNING
TYPEWRITE-S



No 15



No 20

Mechanism of the "Yost."

LESSON I

(Home Work.)

Inserting the Paper.

No 20 and 15 YOST.—Set the carriage in about the middle of the typewriter, take a sheet of paper together with a *backing* sheet in the left hand, place it upside down, and the side to be typed upon away from you between the Platen (C, Plate 8) and the Feed Rolls; turn the Platen away from you with the right hand by means of the Platen Thumb Wheel (F, Plate 8) just enough to secure the paper; adjust the *movable* Paper Guides (DD, Plate 8), if necessary, by depressing the Paper Guide Release Levers (EE, Plate 8), and turn the paper into position for typing.

Should the edge of the paper be higher on one side than the other, adjust it as follows:—Depress the Feed Roll Release (L, Plate 8), and draw back the side which is too high.

No 19 and 11 YOST.—Insert the paper in a similar manner to that described above, but raise the carriage and roll the sheet in until the line on which you wish to type is even with the *line-guider*, two Guide Lines which will be found on the Paper Guide Rollers, taking care to guide the paper with the thumb and finger beneath the Paper Guide which is secured immediately over the Platen. If there is an *first line* on which to commence typing, it is better to turn the paper up so that the top edge of it just covers the front bar of the carriage, in order to prevent the edge of the paper from coming in contact with it.

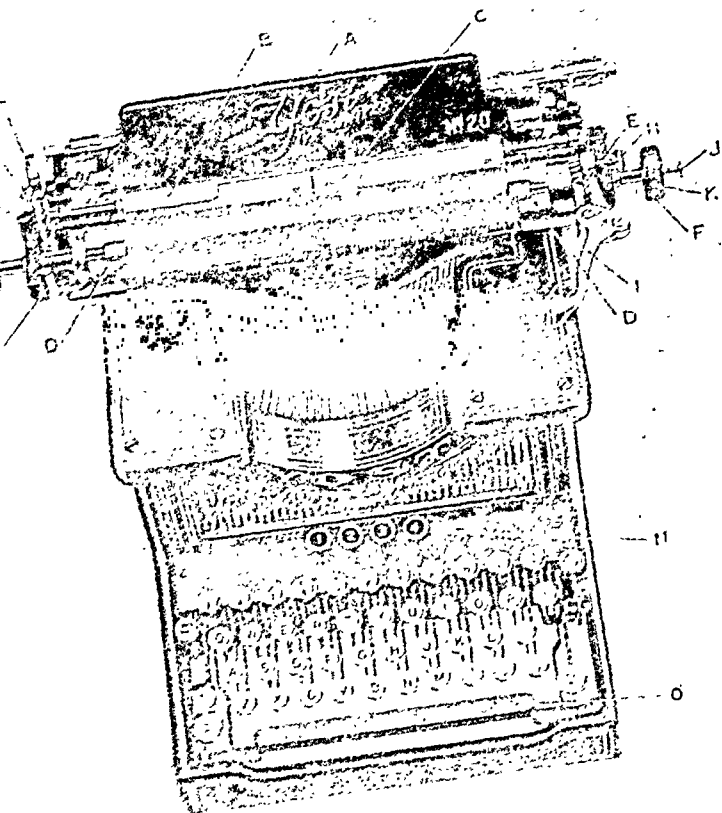


PLATE C - FRONT VIEW OF No. 29 YOST.

- A.—Paper Table
- B.—Paper Gauge.
- C.—Platen
- D.D.—Adjustable Paper Guides
- E.E.—Adjustable Paper Guide Release Levers.
- F.F.—Platen Thumb Wheels.
- G.—Carriage Release Lever
- H.—Line Space Adjust.
- I.—Line Space Lever.
- J.—Platen Release
- K.—Platen Release Lock Bolt
- L.—Feed Roll Release Lever
- M.—Feed Roll Release Lever L.
- N.—Column Finder Keys.
- O.—Space Bar.

The Keys.

No. 20 and 15 YÖST—Each Key on the No. 20 and 15 YÖST (with the exception of the two Shift Keys) represents *two* characters

The keys representing the alphabet show but one character, although each of them is capable of typing both the small letter and the corresponding capital letter.

The keys representing two dissimilar characters have both characters indicated on the face of the key, and are consequently styled "double" keys.

When the Platen is in its normal position, the small letters or the front signs of the double keys are typed if a key is depressed

For capitals, or any of the signs at the back of the double

press the right Shift Key with the fourth finger of the
the Key-
the left
press the
ell home

before the required key is struck and must not be released until the key is liberated

If all capitals are required depress the Shift Lock, and to release the Shift Lock press the left-hand Shift Key.

No. 10 AND 11 YÖST—Each key on the No. 10 and 11 machines represents *one* character, the capital letters being conveniently arranged in three banks above the small letters. Every capital is situated *three keys above* its corresponding small letter, so that it is only necessary when a capital is required to *glide the fingers over three keys*.

Returning the Carriage.

No 10, 11, 15 AND 20 YÖST.—At the completion of each line, the line must be changed and the carriage returned to commence a new line. This is done by drawing the carriage to the right by means of the Line-space Lever (I, Plate 8). The pressure of the thumb on this lever actuates the line-spacing mechanism and causes the roller to turn the paper into position for the next line.

The carriage can be moved in either direction without changing the line by depressing the Carriage Release Lever (O, Plate 8)

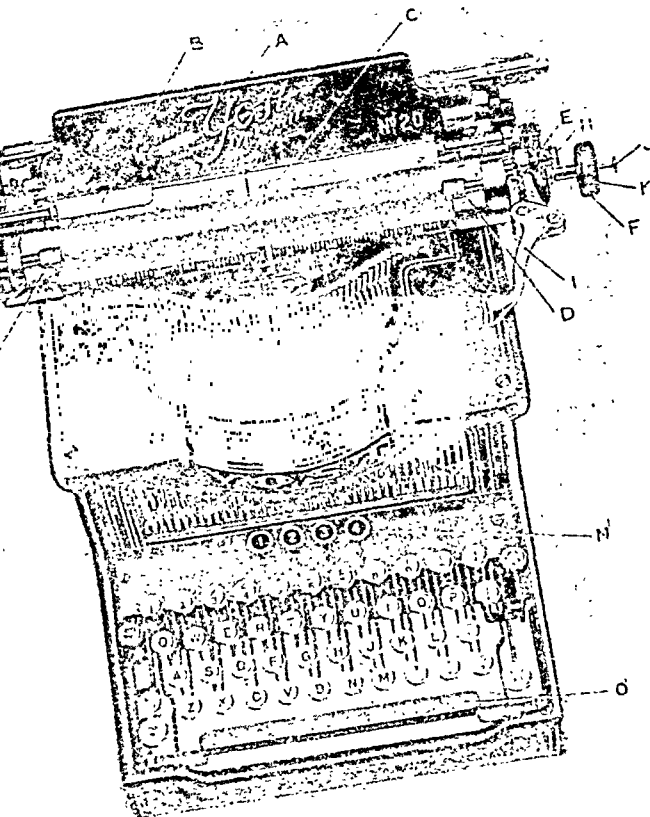


PLATE 6.—FRONT VIEW OF No. 20 YOST.

- A.—Paper Table.
- B.—Paper Gauge.
- C.—Platen.
- D.J.—Adjustable Paper Guides.
- E.E.—Adjustable Paper Guide Release Levers.
- F.F.—Platen Thumb Wheels.
- G.—Carriage Release Lever.

- H.—Line Space Adjust.
- I.—Line Space Lever.
- J.—Platen Release.
- K.—Platen Release Lock Bolt.
- L.—Feed Roll Release Lever.
- M.—Feed Roll Release Lever Lock.
- N.—Column Flange Keys.
- O.—Space Bar.

The Key

No. 10 and 11 YOST — The No. 10 and 11 YOST keys are the same as the No. 10 and 11 YOST keys, except that they represent the character.

The key mechanism is designed to show the character, although the key is a single character and the small key is the same as the other keys.

The key mechanism for circular characters have both characters visible in the line of the key, and are consequently the same as the other keys.

When the key is in the normal position, the small letters in the line above the normal key are typed if a key is depressed.

For example, if the key at the back of the line is depressed, the small letter 'H' will be the fourth letter in the line, and the 'H' will be the fourth letter in the left-hand side of the line. If the key at the back of the line is depressed, the small letter 'H' will be the fourth letter in the right-hand side, and the 'H' will be the fourth letter in the right-hand side. The 'H' key should be depressed when the key is struck and must be in the normal position when the key is released.

If a small key is required, depress the small key, and the small key will press the left hand 'H' key.

No. 11 and 12 YOST — Each key on the No. 11 and 12 YOST keys represents one character, the character is the same as the character in the line above the key. Every capital is treated three keys above the normal key, so that it is only necessary to depress the key to get the capital letter, so that it is only necessary to depress the key to get the capital letter.

Returning the Carriage

No. 10, 11, 15 AND 20 YOST — At the end of each line, the line must be changed and the carriage returned to commence a new line. The carriage is moved to the right by means of the carriage return key (1, Plate 8). The pressure of the thumb on the carriage return key causes the line-spacing mechanism and causes the carriage to move into position for the next line.

The carriage can be moved in either direction by depressing the Carriage Release Key (2, Plate 8).

LESSON II.

*(Home Work.)***Care of the Typewriter.**

One of the greatest enemies from which the typewriter suffers is dust, and a heavy touch is almost as detrimental. Therefore, every effort should be made to protect the typewriter from the former, by keeping it closely covered when not in use, and by cleaning it daily; and from the latter, by adopting the "touch" system, which ensures a light touch. The machine may then be relied upon to turn out the best possible work with the least expenditure of energy.

Oiling and Cleaning.

No. 20 and 15 YÖST.—Dust the machine all over, using a soft duster for the parts easily accessible, and a long handled flexible brush for the more intricate parts. Having removed all dust, oil the bearings of the Carriage Rails with the best typewriter oil, using the oil very sparingly.

Distribute the oil by running the carriage backwards and forwards by means of the Carriage Release Lever (G, Plate 8), wipe off the superfluous oil with a cloth, and polish the nickel-plated portions of the machine with a wash leather.

Cleaning the Type.—The face of the type may occasionally require to be cleaned with the type brush, but as they are protected by the ink pad this is seldom necessary.

No. 10 AND 11 YÖST.—Follow the same procedure with regard to dusting and polishing the nickel-plated portions of the machine as on a No. 15, but wipe out the channels at the back of the carriage (in which the inner carriage runs on its ball bearings), and put one drop of the best oil in the channels and on the front rail, distributing it by means of the Carriage Release Lever, and wiping off the superfluous oil.

CLEANING THE TYPE.—Raise the carriage; bring the type into position through the Centre Guide by depressing the keys one after another, and brush them with a stiff brush. Be careful to keep the type-brush free from oil and dust, and to use it for the type only.

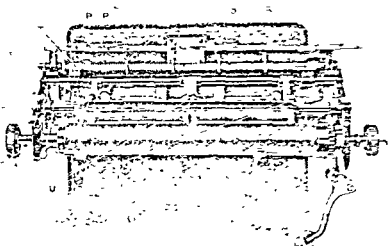


PLATE 9.—MARGINAL AND COLUMN FINDER STOPS OF NO. 20 YOST.

P P.—Adjustable Marginal Stops.

Q.—Fixed Marginal Stop.

T T.—Adjustable Line Stops.

Q.—Column Finder Stops.

T.—Column Finder Block.

U.—Paper Feed Adjust Screws.

THE TYPISTS' MANUAL.

LESSON III.

(Home Work.)

The Centre Guide, Index, Scale and Pointer.
No. 20 and 15 Yöst.—By the aid of the Centre Guide the operator can ascertain the exact typing position, as will be seen by the words *Writing Line* and *Printing Space* (Plate 10). There is also a Scale of 85 degrees on a No. 20 machine and 76 degrees on a No. 15 to facilitate the centring of head lines, &c., the number of the Scale which appears in the Centre Guide being the typing point.

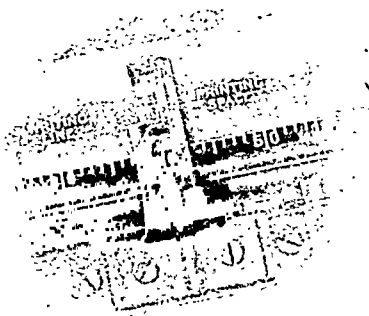


PLATE 10. NO. 20 CENTRE GUIDE.

In addition to the fact that the writing is always in sight the typist is warned that the end of the line is near by the ringing of the bell at five spaces from the end. This warning gives the operator time to consider whether there is space enough to complete the word which is being typed or whether it will be necessary to carry part of it over to the following line. In the latter case it must be divided with regard to the syllables, but a syllable consisting of one only—for example *o-mit*—must never be allowed to stand alone.

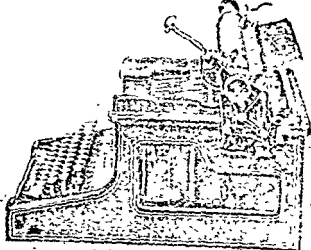


PLATE II—SHOWING THE ANGLE THE CARRIAGE SHOULD TAKE IN REPLACING.

V—Carriage End Guide

W—Carriage End Guide Pin

X—Type-bar Buncher

Y.—Drawcord (in position)

Z—Drawcord Holder

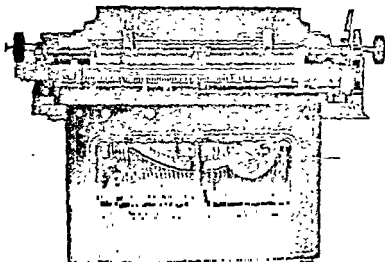


PLATE 12—SHOWING POSITION OF CARRIAGE Y

No. 10 AND 11 YÖST.—On these machines the Index and the Pointer indicate the exact position. Thus, if the index points to "O" on the Scale, it denotes that the character typed will be at the beginning of the line; or, on the other hand, if the index points to 72*, on a No. 10, or 120 on a No. 11, it indicates that the end of the line has been reached, and that the carriage must be changed for the following one.

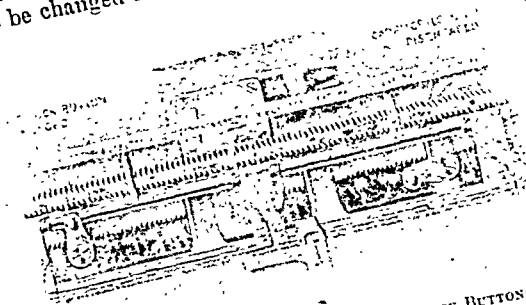


PLATE 13.—SHOWING THE POSITION OF THE CARRIAGE LOCK BUTTONS ON LARGE MACHINES FITTED WITH CARRIAGES C, D, E AND F.

The Pointer will also be found invaluable for inserting missing letters, corrections, &c., as it always points to the exact position where the letter will be typed.

Line-Space Adjust.

No. 20 AND 15 YÖST.—The line-spacing can be set for single, double, or treble spacing, by turning the Line-space Adjust (H, Plate 8) until the required "1," "2," or "3" comes in view.

No. 10 AND 11 YÖST.—The line-spacing can be adjusted for single, double, or treble spacing. For single line-spacing up the Line-space Adjust and press it into the notch nearest to the Platen; for double-line spacing, place it in the middle notch; and for treble line-spacing in the third notch.

* Although on a No. 10 the scale runs up to 75, it is not advisable to do ordinary work beyond 72.

When returning the carriage, pull the Line-space Lever briskly to the extreme right, otherwise, although the gauge may be set for double spacing, only single will result.



PLATE 14 — PAD OF NO. 20 YÖST

The Platen Release.

No. 20 AND 15 YÖST.—To type on a printed line, or to adjust the paper very accurately, the Platen can be set free from the line spacing mechanism by pressing in the Platen Release (J, Plate 8), or the Release may be locked by pressing it in with



PLATE 15 — NO. 15 YÖST

the fore-finger, and at the same time pressing the Lock Bolt (K, Plate 8). It is important, however, that the finger is removed from the Platen Release *first*, that is to say, *before* releasing the Lock Bolt. To bring the line spacing into action again, depress the Platen Release.

10 AND 11 YÖST.—To free the line-space mechanism on models, press in the Platen Release and turn the Platen the left hand until the printed line is even with the guides.

LESSON IV. (Home Work.)

To Regulate the Margin at the Left-hand Edge of the Paper.

No. 20 AND 15 YÖST.—Set the Carriage to the desired starting point; depress the release of the left-hand inner Adjustable Marginal Stop (P, Plate 9) and slide it along to the right until it comes in contact with the Fixed Marginal Stop (Q, Plate 9).

No. 20 (*only*).—If it is desired to set two left-hand margins an inner and an outer one, this may be done by moving the outer Adjustable Marginal Stop (P, Plate 9) to the desired point, and to pass to the outer margin, say for marginal notes, it is only necessary to depress the Marginal Release Key, which is situated at the top right-hand corner of the keyboard.

No. 10 AND 11 YÖST.—Move the left Marginal Stop towards the right, along the Margin Bar, which lies at the back of the machine just behind the paper shelf. To do so depress the latch and slide the stop along until the right-hand edge of it touches the required number. Thus for a 5 margin slide it along to the 5th graduation on the bar; for a 10 margin, to the 10th, and so on.

If it is desired to type within the margin, for example, marginal note or reference number, depress the Margin Release Key, a polished button which will be found to the left of the Space-bar.

To Regulate the Margin at the Right-hand Edge of the Paper.

No. 20 AND 15 YÖST.—Run the Carriage from right to left the point where the lines are to *end*, and slide the inner Adjustable Line Stop (R, Plate 9) to the left until it comes in contact with the Fixed Marginal Stop (Q, Plate 9). This will cause the Bell to ring five spaces before the number at which the

Stop is set, and then *lock* the type-bars when the limit of the line is reached

For example, if the margin is set for 65, the bell will ring at 60, and the type-bars will refuse to move after 65.

If it is desired to type an additional letter or two, beyond the locking point, depress the Margin Release Key.

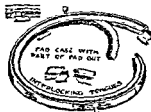


PLATE 16 — PAD OF No 10 YÖST.

No. 20 (*only*) — Or, in the case of a second stopping point being required at the end of the lines, the outer Adjustable Line Stop (R, Plate 9) may be requisitioned in exactly the same way as the outer Marginal Stop.

No. 10 AND 11 YÖST. — Move the Right Margin Stop towards the left, along the Margin Bar, until the left-hand edge of it touches the required number.

The right-hand Margin Stop, in addition to regulating the right-hand margin, sets the Bell to ring 5 spaces before the required margin, and then *locks* the type-bars when the end of the margin is reached

LESSON V.

(Home Work.)

To Take Off the Carriage.

No 20 YÖST. — Hold the Platen Thumb Wheels (F F, Plate 8) *only*, raise the Carriage with a backward swing, and lift it off with an upward and forward movement (Plate 11).

In the larger Models fitted with Carriages C, D, E, and F, the two Carriage Lock Buttons (Plate 13) must be disengaged before the Carriage can be removed.

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No. 15.—Adopt the same procedure but, while holding the Milled Thumb Wheels, press in the two Lock Bolts with the index fingers.

No. 10 AND 11 YOST.—Press the two Push Buttons, which will be found one at each end of the Carriage (just behind the Milled Wheels), and lift off the Carriage.

To Put On the Carriage.

No. 20 YOST.—The Carriage should be held at such an angle (Plate 11) that the Guides (V, Plate 11) in the Carriage Ends point downwards, and it should then be lowered until the Guides engage the Guide Pins (W, Plate 11). It should then be pressed downwards into its normal position.

No. 15.—Adopt the same procedure, but press in the two Lock Bolts.

No. 10 AND 11 YOST.—Take the Carriage in both hands; press the two Push Buttons or Plungers; place them in the two yokes on either side, at the back of the machine, and then release the Push Buttons.

The Column Finder.

No. 30 YOST.—This time-saving device should be utilized whenever possible, as for example in the display of letters where a Stop may be set for the *date*, for the second and subsequent lines of the *inside address*, for the *paragraphs*, for *subscription*, and for the address on the envelope. It may be employed in tabular work when the columns *begin* uniform number. The method of procedure is as follows:

Set the Column Finder Stops (S, Plate 9) to the required numbers on the Column Finder Rack (T, Plate 9), taking care to place them with the smallest (No. 1) to the left and the largest (No. 4) following in numerical order. Then by a depression of the Column Finder Key (X, Plate 8), the carriage will move directly to the given point. For example: If case of a letter stop No. 4 is set for the *date*, depress the marked 4, and the carriage will pass straight to that point.

No. 15.—Draw forward the Paper Shelf; depress the Tabulator Stop Locking Bar Lever which will set the

free, so that they can be withdrawn from the Rack for re-setting. Pass the Carriage along till the required number appears in the printing space in the Centre Guide, and set the first Tabulator Stop on the Rack *immediately opposite the first Tabulator Plunger* for the next number, *commence the Carriage along with the printing next setting.*

DIRECT to the given point

LESSON VI

(Home Work.)

To Remove the Ink Pad.

No. 20 AND 15 YÖST.—Remove the Carriage; depress the Type-bar Buncher (X, Plate 11), remove with a screwdriver the two Pad Case Screws, take hold of the small right hand ear of the Pad Case (where the screw has just been removed), lift it up and draw it to the right, the reverse end will then drop, and the Pad can be removed.

No. 10 AND 11 YÖST.—Raise the Carriage, or, better still, take it off. Take hold of the two projecting metal knobs of the Ink Pad (Plate 16), one with each hand, and turn the Pad about half an inch to the right or left.

The Pad will then lie loosely on the top of the Main Ring, and can easily be disengaged from the types, and worked round so that the interlocking tongues, which join the ends of the Pad together, can be separated and the Pad twisted round until the ends have been brought under the Front Rail. Then raise the free end of the Pad, and twist it round in the opposite direction until it is clear of the machine.

To Insert the Ink Pad.

No. 20 AND 15 YÖST.—To insert Ink Pad, simply reverse the process of removing the Pad from a No. 20 or 15 machine.

NOTE.—If the Pad is a very moist one, wipe it with a cloth before inserting.

No. 15.—Adopt the same procedure but, while holding the Platen Thumb Wheels, press in the two Lock Bolts with the index fingers.

No. 10 AND 11 YÖST.—Press the two Push Buttons, which will be found one at each end of the Carriage (just behind the Milled Wheels), and lift off the Carriage.

To Put On the Carriage.

No. 20 YÖST.—The Carriage should be held at such an angle (Plate 11) that the Guides (V, Plate 11) in the Carriage Ends point downwards, and it should then be lowered until the Guides engage the Guide Pins (W, Plate 11). It should then be pressed downwards into its normal position.

No. 15.—Adopt the same procedure, but press in the two Lock Bolts.

No. 10 AND 11 YÖST.—Take the Carriage in both hands; press the two Push Buttons or Plungers; place them in the two yokes on either side, at the back of the machine, and then release the Push Buttons.

The Column Finder.

No. 10 YÖST.—This time-saving device should be utilised whenever possible, as for example in the display of letters, where a Stop may be set for the *date*, for the second and subsequent lines of the *inside address*, for the *paragraphs*, for the *subscription*, and for the address on the envelope. It may also be employed in tabular work when the columns *begin* at a *uniform* number. The method of procedure is as follows:—

Set the Column Finder Stops (S, Plate 9) to the required numbers on the Column Finder Rack (T, Plate 9), taking care to place them with the smallest (No. 1) to the left and with 2, 3 and 4 following in numerical order. Then by a single depression of the Column Finder Key (N, Plate 8), the carriage will move DIRECT to the given point. For example: If in the case of a letter stop No. 4 is set for the *date*, depress the Key marked 4, and the carriage will pass straight to that point.

No. 15.—Draw forward the Paper Shelf; depress the Tabulator Stop Locking Bar Lever which will set the Stops

free, so that they can be withdrawn from the Rack for re-setting. Pass the Carriage along till the required number appears in the printing space in the Centre Guide, and set the first Tabulator Stop on the Rack immediately opposite the first Tabulator Plunger for the next number,

single depression of the required key the Carriage will move DIRECT to the given point.

LESSON VI

(Home Work)

To Remove the Ink Pad.

No. 20 AND 15 YÖST.—Remove the Carriage, depress the Type-bar Buncher (X, Plate 11), remove with a screwdriver the two Pad Case Screws, take hold of the small right hand ear of the Pad Case (where the screw has just been removed); lift it up and draw it to the right, the reverse end will then drop, and the Pad can be removed.

No. 10 AND 11 YÖST.—Raise the Carriage, or, better still, take it off. Take hold of the two projecting metal knobs of the Ink Pad (Plate 16), one with each hand, and turn the Pad about half an inch to the right or left.

The Pad will then be loose, and can easily be disengaged; that the interlocking together, can be separated and the Pad twisted round until the ends have been brought under the Front Rail. Then raise the free end of the Pad, and twist it round in the opposite direction until it is clear of the machine.

To Insert the Ink Pad.

No. 20 AND 15 YÖST.—To insert Ink Pad, simply reverse the process of removing the Pad from a No. 20 or 15 machine.

NOTE.—If the Pad is a very moist one, wipe it with a cloth before inserting.

No. 10 AND 11 YÖST.—Pass the Pad below the Front Scale and let it rest loosely on the top of the types with the joint in the centre at the back. Fix the keyplate on the keyboard, which will bunch the type towards the centre; when the Pad will fall into its bed, but will still require fixing. For this purpose there is a rim round the edge of the Pad Case, which must be fixed under three projections on the edge of the Top Plate. Stretch out the fingers towards the back of the Pad Case, press it well down, and then by a slight movement find the proper places for the side projections to enter the rim, and turn the Pad round so that the metal knobs, before referred to, are placed squarely to the right and left.

The Two-colour Device.

If it is desired to introduce a second colour on the Yöst, it may be done by means of the Two-colour Device—a short strip of ribbon which can be instantly fixed across the type bar basket.

LESSON VII.

(Home Work.)

The Carriage Tension.

No. 10, 11, 15 AND 20 YÖST.—The force which moves Carriage from right to left is supplied by means of a powerful Main Spring. This spring is connected with the Carriage means of the Tension Cord. The tension should be as light as possible so as to avoid undue wear upon the Rack and Pinion, that is to say, it should be just enough to compel the carriage to move *promptly* when a key is depressed. To increase tension, turn the Carriage Tension Wheel (Plates 12 and 13) in the direction in which the hands of a clock travel, and to diminish the tension press alternately at the two points indicated in Plate 17. The Carriage Tension seldom, however, requires adjusting, as the amount of tension which is lost

movement of the carriage from right to left, is regained by the reverse action of returning the Carriage from left to right. That is to say, the tension runs down a certain amount every time the carriage travels from right to left, but

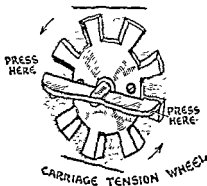


PLATE 17.—No 10, No 15, AND No 20 YÖST

this is exactly counterbalanced when the carriage is returned, as the act of returning it re-winds the main-spring. Students are, therefore, strongly advised not to experiment with the tension.

The Key Tension.

No. 20 AND 15 YÖST.—Sometimes when a key is depressed the carriage will not move, possibly owing to the fact that the "Dogs" are out of gear. In such case tilt the machine, and it will be seen that there is a small screw close to the right-hand front base foot. This is the Key Tension Adjust, and to remedy the above defect the Tension should be increased by turning the screw a trifle to the right, whereas a turn in the reverse direction would, of course, diminish the tension.

No. 10 AND 11 YÖST—In the case of these models it is necessary to remove the back shield to adjust the Key Tension, when at the base of the machine there will be seen a small wheel with a number of circular holes in it. Immediately behind the shaft to which this wheel is fixed there are two pins, one working down and the other up into these holes. The top pin

is known as the "Rigid" Dog, and the bottom one as the "Loose" Dog. If there is not sufficient force the Loose Dog will not be thrown far enough to enter the next hole, and consequently the carriage will not move. To remedy this, turn the machine up so that the underneath can be seen, and it will be observed that directly under the X there are two short bars, the lower one carrying the Key Tension Spring. To increase the tension turn the adjusting screw a trifle to the right, and to diminish it a trifle to the left.

As the machines are properly adjusted before being sent out from the makers, the remark as to the undesirability of students interfering with the Carriage Tension applies with equal force to the Key Tension.

LESSON VIII.

(Home Work.)

Corrections.

NO. 20 AND 15 YÖST.—To erase an error run the carriage to the extreme right or left of the machine (according to the position of the error) so that the dust from the paper may fall on the desk. *On no account erase over the type-bar basket.* Use an erasure shield or a strip of paper to protect the adjacent words. If the line has been changed before the error is discovered, turn the paper back with the left hand until the bottom of the line on which the error occurs is even with the *Writing Line* (Plate 10); run the carriage along by depressing the Carriage Release Lever (G, Plate 8) until the desired space appears in the *Printing Space* (Plate 10) and fill in the correction.

Should an error be discovered after the paper has been removed from the machine, the paper must be re-inserted and adjusted by means of the Feed Roll Release Lever (I, Plate 8) so that the lines of typing lie parallel with the Scale, and that the letters fall *exactly* over the various degrees of the Scale and not between them. The Platen Release (J, Plate 8) must then be pressed and the Platen turned so that the bottom of the line which requires a correction is even with the *Writing Line* (Plate 10).

No. 10 AND 11 YOST.—Adopt the same method as above, but bring the line of typing even with the Scale by means of the Platen Release Lever, turn the Platen one step; line space from the Scale and run the carriage along until the pointer indicates the required position.

Make a rule of checking the typed copies with the original, marking errors with a light pencil mark in the margin or on a separate slip of paper. If the errors are slight, erase them and insert corrections, if numerous the pages must be re-typed.

be overcome by moving the paper a trifle to the right or left so as to take up half of each space usually left and right of the word. Suppose, for example, the word "and" had been typed in error for "and." Erase the error and adjust the paper so that the "and" when typed, will fall exactly in the center of the blank space. This expedient will allow only half a space on each side of the word, but may be resorted to when time is of consequence.

LESSON IX

How fast

Study the answers to the following questions, in order to work a Test Paper in Class from memory —

1. Describe the process of cleaning the typewriter.
2. How is the line-space adjusted for double line-spacing?
3. How are the margins regulated?
4. How is the carriage taken off and put on again?
5. How is the pad removed and replaced by a new one?
6. How is the Carriage Return regulated?

PART IV.

Commercial.

(System is the Golden Key to Success)

Commercial.

LESSON X.

(Home Work.)

Commercial Correspondence.

Points to be memorized .—

1. That Commercial Letters are typed on quarto paper ($10\frac{1}{2}'' \times 8''$), or note (octavo) $8'' \times 5\frac{1}{4}''$, quarto being the most usual size

2. That they are duplicated with a carbon, or typed with copying ink and press copied.

3. That if a Letter Reference is given, such reference should be typed in the space usually provided, and should be quoted in the left hand corner of the envelope in replying to the letter.



4. That they consist of six parts, namely —

- (a) The Heading (the sender's address and the date)
- (b) The Inside Address (the name and address of addressee).
- (c) The Salutation (such as *Dear Sir*)
- (d) The Text of the Letter
- (e) The Subscription (such as, *I remain, Sir, Yours faithfully*)
- (f) The Signature (the name of the writer or firm)

5. That as a rule the address is printed, and consequently only the date has to be typed in order to complete the heading

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- (f) The Signature (the name of the writer or firm)

5. That as a rule the address is printed, and consequently only the date has to be typed in order to complete the heading.

THE TYPISTS' MANUAL.

That if the address is not printed, the first line will fall and each succeeding line be indented 5 spaces from the beginning one (see scale, page 83).

That contraction, such as "St.," "Rd.," "Ave.," &c., should be typed in full.

That the date should be indented 5 spaces from the last line of the address, and should be typed thus:—

28th September, 1918, or if the month is abbreviated, thus:—28th Sept., 1918, but in either case it should be sandwiched between the two sets of figures, and the punctuation noted and adhere to.

9. That the Inside Address begins at the common margin, usually 5, and that each succeeding line is indented 5 spaces from the preceding one (see scale, page 85). That the punctuation is the same as in the address of the heading.

10. That in the name of the firm "and" is represented by the ampersand (&), (see page 85 first line of Inside Address).

11. That individuals are addressed as *Esq.*, *Mr.*, *Mrs.*, or *Miss*, with the exception of those who are specially dealt with in the Appendix. It may, however, be stated that there is no fixed line of demarcation in the use of *Esq.* and *Mr.*, but broadly speaking *Esq.* is employed in addressing persons of position, whereas *Mr.* is used in addressing tradesmen.

12. That initials which denote complimentary titles and the abbreviations *Sen.* (Senior) and *Jun.* (Junior) are typed immediately after *Esq.*, or immediately after the surname when *Mr.* is employed.

13. That firms are addressed as *Messrs.*, except in cases where the style of the firm does not consist of names of persons, for example *Messrs. Black & White*, but *The Canadian Pacific Railway Co.*

14. That in the case of firms consisting of married women, married and single women, they are addressed as *Messrs.* and in those of single women only as *The Misses.*

15. That officials employed in Public Companies, Institutions, County Councils, Corporations, Government Departments, &c., are addressed in accordance with the positions they occupy, thus *Chairman, Clerk, Town Clerk, Secretary, Treasurer, &c.*

16. That the Salutation begins at the common margin, usually 5, and is followed by a comma. That it should be typed in full, thus:—*Dear Sir* (not *Dr. Sir*), *Gentlemen* (not *Gents*).

17. That the Paragraphs are indented 5 spaces from the common margin which is usually 5,* that each independent subject should form a separate paragraph; that the right hand margin should be as uniform as possible; that a word of one syllable must *never* be divided; that such terminations as *ed, ing, sion, tion*, must, if carried over to the next line, be taken over *intact* (thus, *connec-tion*, not *connect-ion*), that it is admissible to contract *ultimo* to *ult.*, *instant* to *inst.*, and *proximo* to *prox.*, when reference is made to the past, present, or the next month; that in referring to any month previous to the last one, the word *last* must be employed after the name of the month, or in referring to any future month, save the one immediately following the one in which you are writing, the word *next* must follow the name of the month. Examples:—

Writing in September, the		29th Sep. would be referred to as
		29th inst.
"	"	29th October would be referred to
		as 29th prox.
"	"	29th Aug would be referred to as
		29th ult.
"	"	29th July would be referred to as
		29th July last.
"	"	29th November would be referred
		to as 29th Nov. next.

That when the last sentence of the letter is connected with the subscription, it must be followed by a comma and *not* a

*In the case of short letters a 10 margin may be employed, in which case paragraphs would commence at 15

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stop; in other words, if the verb of the sentence ends in use a comma, but if it does not end in *ing*, use a full-stop.

Example :—Trusting to be favoured with your further orders,
We remain, dear Sirs,
Yours faithfully.

18. That the Subscription commences at 35; and that each line is indented 5 spaces from the preceding line. That it must be in keeping with the salutation; thus, if a letter begins with *Dear Sir*, it must end with *I remain, dear Sir*, and not *I remain, Sir*. That each line of the Subscription is followed by a comma, and that a comma must also be typed between *I remain*, and *dear Sir*, or whatever the form employed may be.

19. That a space should be left for the signature of the firm.

20. That the number of enclosures should be typed at the bottom left-hand corner of the letter, thus :—2 Enclosures, unless an adhesive enclosure tab is employed.

EXERCISE 19.

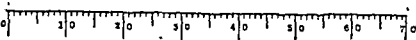
(Class Work.)

Take a sheet of quarto paper and place it on the desk, lay sheet of semi-carbon* with the face or carbonized side downwards upon it, and on the back of the carbon another sheet of quarto. Raise the paper guide rolls unless they adjust themselves automatically. Run the sheets into the machine with the face of the carbon towards the platen or cylinder.

Study the scale given herewith, and set out the following letter accordingly, turning four single line-spaces after Heading, three after the Inside Address, and double between the lines. Regard this letter as a model for the following letters :—

* Semi-carbon is carbonized on one side of the sheet only

Scale showing where to commence the various lines:



25 Union Street,

Ascrington

7th Aug. 1914

Messrs. Harrison & Sons,
Gladstone House,
16, Princess Street,
Manchester

Dear Sirs,

The various ranges of tweed and lining goods, which we promised to have ready early in the month, are just completed, and we now have the pleasure of forwarding them to you.

The $\frac{946}{4}$ and $\frac{946}{5}$ tweed qualities are our standard makes, but finding something is wanted at a lower price, we beg to submit samples of qualities $\frac{H\ 352}{4}$, $\frac{H\ 352}{6}$ and $\frac{H\ 351}{4}$, which we can produce at 4d. and 1d. less price

Should you desire any modifications in any of these styles, we shall be glad to carry out such changes for your special use, and are prepared to make sample lengths quickly

Enclosed you will find memo of values, &c, and we shall be pleased to hear from you, should you desire to confer with us on any other points of detail

We remain, dear Sirs,

Yours faithfully

Signature of firm to be written here.

Enclosure.

Cc
L

cc the carbon
dealt with in
- thus: Slide

* Envelopes specially designed for the typewriter should be used in preference to ordinary ones, as they present an even surface to the type, and thus obviate the blurred impression so often noticeable in typewritten addresses.

full-stop; in other words, if the verb of the sentence ends in *ing*, use a comma, but if it does not end in *ing*, use a full-stop.

Example :—*Trusting* to be favoured with your further orders,

We remain, dear Sirs,

Yours faithfully.

18. That the Subscription commences at 35; and that each line is indented 5 spaces from the preceding line. That it must be in keeping with the salutation; thus, if a letter begins with *Dear Sir*, it must end with *I remain, dear Sir*, and not *I remain, Sir*. That each line of the Subscription is followed by a comma, and that a comma must also be typed between *I remain*, and *dear Sir*, or whatever the form employed may be.

19. That a space should be left for the signature of the firm.

20. That the number of enclosures should be typed at the bottom left-hand corner of the letter, thus:—2 Enclosures, unless an adhesive enclosure tab is employed.

EXERCISE 19.

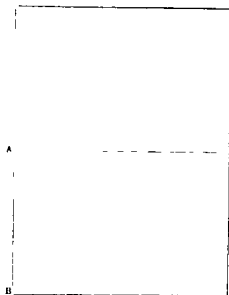
(Class Work.)

Take a sheet of quarto paper and place it on the desk, lay a sheet of semi-carbon* with the face or carbonized side downwards upon it, and on the back of the carbon another sheet of quarto. Raise the paper guide rolls unless they adjust themselves automatically. Run the sheets into the machine with the face of the carbon towards the platen or cylinder.

Study the scale given herewith, and set out the following letter accordingly, turning four single line-spaces after the Heading, three after the Inside Address, and double between the lines. Regard this letter as a *model* for the following letters:—

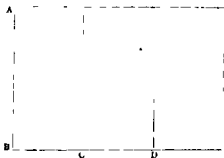
* Semi-carbon is carbonized on one side of the sheet only

FIG. 1,
QUARTO



Fold at "A"

FIG. 2



Fold again at C and D.

FIG. 3



As the sheet appears when folded

THE TYPISTS' MANUAL.

the right hand paper guide to the 45th degree of the scale ; the left margin for 10 ; the right for 45, and the line-space for double. Insert the envelope under the guides ; turn up the required distance ; commence the first line at 10, the second at 15, the third at 20, and the fourth at 25, and set out the name of the town prominently by typing it either in small letters spaced, or in capitals or capitals spaced.

Example :—Commercial Envelope $5\frac{1}{2}" \times 3\frac{1}{4}"$.

Messrs. Harrison & Sons,
Gladstone House,
16 Princess Street,
Manchester.

Having addressed the envelope, the next step in a business would be to put the enclosures in the envelope, the letter under the flap of the envelope, and place it in the Post Basket ready for signature, but in lieu of this, it may be signed by the Teacher, who, for the time being, may be regarded as a member of the firm from whom the communications emanate.

When it has been signed, fold neatly as per the following diagrams :—

FIG. 1,
QUARTO



FIG. 2

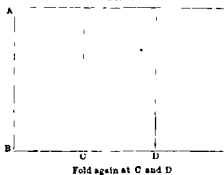


FIG. 3



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right hand paper guide to the 45th degree of the scale ;
left margin for 10 ; the right for 45, and the line-space
for double. Insert the envelope under the guides ; turn
the required distance ; commence the first line at 10,
second at 15, the third at 20, and the fourth at 25, and
put the name of the town prominently by typing it either
small letters spaced, or in capitals or capitals spaced.

Example :—Commercial Envelope $5\frac{1}{2}'' \times 3\frac{1}{4}''$.

Messrs. Harrison & Sons,

Gladstone House,

16 Princess Street,

M a n c h e s t e r .

Having addressed the envelope, the next step in actual
business would be to put the enclosures in the envelope, slip
the letter under the flap of the envelope, and place it in the
Post Basket ready for signature, but in lieu of this, it may
signed by the Teacher, who, for the time being, may
regarded as a member of the firm from whom the let
emanates.

When it has been signed, fold neatly as per the follow
diagrams :—

LESSON XI.

(Home Work)

POSTAL REGULATIONS.

INLAND CORRESPONDENCE.

The term "Inland Correspondence" means correspondence posted within the British Islands, and addressed to some place in the British Islands.

Rates to be memorized :—

Letter Post.

The prepaid rate of postage is as follows :—

Not exceeding 4 oz. in weight	... 1½d.
For every additional 2 ozs. or fraction thereof ½d

A letter posted unpaid is chargeable on delivery with double postage; a letter insufficiently paid, with double the deficiency. The sender is legally liable for the charges.

No letter may exceed two feet in length, one foot in width or one foot in depth.*

Books containing twelve 1½d stamps, twelve 1d., and twelve ½d are sold at 3s.

LATE-FEE LETTERS

As a general rule correspondence which is too late for the regular hour of posting is, subject to the payment of an extra fee of ½d. stamp for Inland, and 1d. stamp for Foreign letters, received till within five minutes of the actual despatch of the mail, but no Post Office is kept open merely for this purpose after 10 p.m.

No late correspondence is forwarded from the Post Office Late Fee Boxes unless completely prepaid by stamps.

Letter Boxes for the receipt of late letters bearing an extra ½d. stamp are affixed to all Mail Trains to which Travelling

* These limits do not apply to official letters.

Finally, place it in the envelope, seal it, and deposit it in the Post Basket, ready for the Post Clerk, whose duties are dealt with in Lesson XXI.

EXERCISE 20.

Type this letter in the same style as the previous one, going through the office routine in exactly the same manner as in Exercise 19, but note that this and the following exercises are *not* to be typed line for line with the copy, as was the case in the model letters given in Exercise 19.

119 High Street,
Sheffield.

12th Feb., 1918.

Messrs. Lewis, Frisby, McHenry & Co.,
205 Queen Victoria Street,
London, E.C. 4.

Gentlemen,

We have to acknowledge receipt of your favour of the 10th inst., and hasten to reply.

We willingly accept your proposals, and shall be delighted to see relations established between our two houses that may prove mutually advantageous. You may rest assured that we will do all in our power to merit the good opinion with which Mr. Redfern has inspired you, and to show ourselves worthy of the confidence reposed in us.

We shall be ready to make advances to the extent of two-thirds of the invoice amount of goods consigned to us for sale on receipt of invoice, bills of lading, and orders for insurance.

We are, Gentlemen,

Yours obediently,

(Signature of firm to be written here).

15 grammes, and the same rule applies to multiples of 15 grammes.

Postal money orders are valid for the purpose of prepaying replies to letters.

REPLY COUPONS

Coupons exchangeable for stamps of the value of 25 centimes the arrangement this country at the price of 3d. each for the purpose of prepaying replies to letters. The coupons can be exchanged by the addressees of such letters at the Post Office of the place of destination for local postage stamps.

Coupons received from other countries may be exchanged for postage stamps at any Money Order Offices in the United Kingdom.

EXERCISE 21.

(Class Work)

In displaying these two letters, follow the same procedure as before, but sign them on behalf of your employer, that is to say, type *pro* (for) before the typed name of the firm and your initials beneath it. This is the method adopted when a clerk is asked to sign a letter on behalf of some other person, and care should be taken never unintentionally to forge the name of an employer by writing it in pen and ink without the saving word *pro* and the clerk's initials.

Rue St. Honore, Havre
23rd Jan., 1918.

Messrs. E. Corbet & Son,
27 Grafton Street,
Manchester.

Dear Sirs,

We are in receipt of your favour of the 20th inst., and much regret the delay in the execution of your esteemed order, which, unfortunately, we could not avoid. We pressed

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Offices or Sorting Carriages are attached. Letters posted in boxes are surcharged 1d. if the late fee is not prepaid.

POST RESTANTE.

Correspondence to be called for is taken in at all Post Offices, save Town Sub-offices; such correspondence should bear words "Post Restante" or "To be called for."

FOREIGN AND COLONIAL CORRESPONDENCE.

"Foreign and Colonial Correspondence" means correspondence passing in either direction between a place within the United Kingdom (including the Isle of Man and the Channel Islands) and a place outside it.

LETTER POST.

The prepaid rate of postage on letters from the United Kingdom for all Foreign Countries (except the United States of America, and the places in Morocco where there are British Post Office Agencies) is 2½d. for the first ounce, and 1½d. for each succeeding ounce or fraction thereof; from the United Kingdom to British Possessions generally, the United States of America, and the places in Morocco where there are British Post Office Agencies the letter rate is 1½d. for the first ounce and 1d. for every additional ounce.

Letters posted unpaid or insufficiently prepaid for any country to which prepayment is compulsory are sent to the Returned Letter Office. Letters so posted for other countries are forwarded, but are charged on delivery with double the deficiency.

Sailors, Soldiers, and the Air Force.—Letters addressed to H.M. Ships in Home Waters: Not exceeding 1oz. 1d., exceeding 1oz. but not exceeding 4oz. 1½d. (thereafter the new Inland Letter Rate). Letters addressed to H.M. Ships in Foreign Waters and H.M. Forces Abroad: Not exceeding 1oz. 1d. (thereafter at the rate of 1d. per ounce). The rates for letters addressed to Women serving with the Forces abroad will be the same as those for men.

No letter for a Colony or Foreign Country may exceed 2 in length or 1 foot in width or depth.

Letters to foreign countries within the Postal Union are not surcharged if they weigh over ½oz., but do not exceed

LESSON XII.

(Home Work)

POSTAL REGULATIONS—*Continued.*

Printed Paper Rate.

INLAND

Rates to be memorized —

Not exceeding 1 oz. in weight ½d.

Exceeding 1oz but not exceeding 2oz in weight 1d

Above 2oz. the rate is merged in the Letter Rate

Printed or written matter not in the nature of a letter may be transmitted by this post.

A book packet must not exceed 2 feet in length, 1 foot in width, and 1 foot in depth.

It must be done up so as to admit of the contents being easily examined.

Circulars produced from typewritten originals are admitted at the Printed Paper Rate, provided there are at least 20 copies of such circular, that they are handed in at the Post Office and the attention of the Authorities called to their nature, and that no blanks are left in the text to be filled in by hand or typewriter.

There is no special rate for samples sent by *Inland Post*

Newspapers.

INLAND

The prepaid rate of postage on Registered Newspapers,* including any supplement thereto, is ½d for every copy not exceeding 6 oz in weight, with a further charge of ½d. for every additional 6 ozs or fraction thereof. This applies to *single* copies, and if more than one is posted in the same packet they will be charged as if posted *separately*, but in no case will a packet of such copies be chargeable with a higher rate than a book packet of the same weight.

Newspapers posted unpaid are chargeable on delivery with double postage; if insufficiently paid, with double the deficiency.

Newspaper packets must be left open at both ends, and should be folded so that the title of the paper can be readily inspected

* A registered newspaper is one upon which the publisher pays an annual fee of 5s to the Postal Authorities in order that it may be circulated within the United Kingdom at a postal rate of 1d.

printer all we possibly could for delivery, knowing that we were in urgent need of the goods; but the works were so organised, owing to a fire which occurred there about weeks ago, that it was impossible to get the goods delivered in a reasonable time. Before now, however, you will doubtless have received them; and we trust they will give you satisfaction.

Your subsequent order we are pushing round with all speed, and we expect to send it early next week.

We remain, dear Sirs,
Truly yours,

pro F. MASON & CO.
(Typist's initials here.)

NOTE.—Supposing this letter to weigh $\frac{3}{4}$ oz., what would be the amount of the postage?

EXERCISE 22.

111 King Street, Exeter.
15th Jan., 1918.

Messrs. T. & H. Thompson,
90 High Street,
Sheffield.

Dear Sirs,

We beg to acknowledge receipt of your favour of the 14th inst., and, although we are willing to arrive at an understanding with you, regret to say that we are unable at this moment to see how it can be effected. In order to facilitate this matter we should be glad if you would write us again, giving particulars of what you propose, and also terms of commission you would accept upon orders which we may receive from Mr. Smith, at what rate upon orders you may obtain from us, together with your proposal as to how much we should contribute towards your personal expenses.

We are, dear Sirs,
Yours faithfully,
pro M. SYKES & CO.
(Typist's initials.)

NOTE.—Supposing this letter to weigh 1 oz., what should it bear?

Printed Papers, Commercial Papers and Samples.

Printed papers $\frac{1}{2}$ d. for every 2 ozs.*

Commercial Papers.— $2\frac{1}{2}$ d. for the first 10 ozs., and $\frac{1}{2}$ d. for every additional 2 ozs.

Samples—1d. for the first 4 ozs., and $\frac{1}{2}$ d. for every additional 2 ozs.

Insufficiently prepaid packets will be charged on delivery with double the deficiency, but if unpaid they will be stopped.

Packets of printed or commercial papers addressed to British Colonies or Possessions or to non-Union countries or colonies may not exceed 2 feet in length and 1 foot in width or depth; but for foreign countries in the Postal Union the length is limited to 18 inches. Packets in the form of a roll may not in either case exceed 30 inches in length and 4 inches in diameter. The limit of weight is 5 lbs. for British Colonies or Possessions and for non-Union countries or colonies; and 4 lbs. for foreign countries in the Postal Union.

Packets of samples addressed to British Colonies or Possessions or to non-Union countries may not exceed 2 feet in length and 1 foot in width or depth, packets for foreign countries in the Postal Union must not exceed 12 inches in length, 8 inches in width, and 4 inches in depth. Packets in the form of a roll may not in either case exceed 12 inches in length and 6 inches in diameter. The limit of weight is 5 lbs. for packets of samples for British Colonies or Possessions, and for non-Union countries or Colonies, but for foreign countries in the Postal Union the limit is 12 ozs.

Such packets must be done up so as to admit of the contents being easily examined, and must contain nothing in the nature of a letter.

Parcel Post.

INLAND.

Not exceeding 3 lb in weight . . .	6d.
Exceeding 3 lb but not exceeding 7 lb . . .	9d.
" 7 lb " " 11 lb . . .	1s.
Greatest length . . .	3 ft. 6 in
Greatest length and girth combined . . .	6 ft 0 in.

* Except Registered Newspapers, Magazines and Trade Journals for Canada and Newfoundland.

Neither a newspaper or its cover may bear anything save—

- (a) The names, addresses, and descriptions of the sender and the addressee, with index or reference numbers and letters.
- (b) The words "With compliments."
- (c) The title of the newspaper and a reference to its registration for transmission by post.
- (d) A reference to any place in the newspaper to which the attention of the addressee is directed.
- (e) A request for return in case of non-delivery.

No newspaper or packet of newspapers must weigh more than 2 lbs. or exceed 2 ft. in length, or 1 ft. in width or depth.

Unregistered Newspapers, 2 ozs. ½d.

FOREIGN AND COLONIAL.

Magazine Post for Canada and Newfoundland.

Registered British Newspapers, Magazines and Trade Journals for Canada and Newfoundland are sent at the following rates:—

Over 2 ozs. but not exceeding 6 ozs. in weight...	1d.
„ 6 ozs. „ 1½ lbs. „ ...	1½d.
„ 1½ lbs. „ 2 lbs. „ ...	2d.
„ 2 lbs. „ 2½ lbs. „ ...	2½d.
„ 2½ lbs. „ 3 lbs. „ ...	3d.
„ 3 lbs. „ 3½ lbs. „ ...	3½d.
„ 3½ lbs. „ 4 lbs. „ ...	4d.
„ 4 lbs. „ 4½ lbs. „ ...	4½d.
„ 4½ lbs. „ 5 lbs. „ ...	5d.

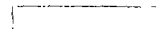
Packets not exceeding 2 oz. in weight are transmissible for ½d. as ordinary printed matter.

This reduced scale only applies to packets sent by direct Canadian Packet, and to Newfoundland by direct Packet, or via Canada by direct Canadian Packet.

Packets posted unpaid are not sent forward, but if insufficiently paid, they are transmitted and charged with double the deficiency.

Such packet must not weigh more than 5 lb., or exceed more than two feet in length or one foot in width or depth.

NOTE.—The restrictions enumerated under "a to e," Inland Newspapers, apply also to the Magazine Post.

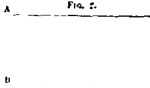
FIG. 1
OCTAVO

A

B

Fold at A and B

FIG. 2.

As the sheet appears when
folded

Finally place it in the envelope, seal it, and deposit it in the Post Basket.

EXERCISE 24.

(a) Type the following letter of introduction on Note paper, and remember, when enclosing it in the envelope, that it is considered more courteous not to seal a letter of this description

30 Queen Victoria Street,
Edinburgh.

Messrs. Hunter & Co.,
22 Mosley Street,
Manchester

28th Feb., 1918.

Gentlemen,

This letter will introduce you to Mr William Brookes, who has for many years occupied the position of buyer in our establishment, and who now contemplates commencing a drapery business on his own account in your city.

We shall esteem it a personal favour if you will kindly do all in your power to assist him in this new enterprise

We are, Gentlemen,

Yours faithfully,

(Signature of Firm)

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EXERCISE 23.

(Class Work.)

Type the following letter, going through the same routine as the previous ones, but use Octavo paper ($8'' \times 5\frac{1}{4}''$), and bear in mind the fact that when a letter contains a quotation, the quotation is generally set in from the text of the letter and typed at *single* line-spacing, being introduced and followed by an extra line-space.

89 Eastcheap, E.C. 3.

21st Jan., 1918.

Messrs. Fletcher & Sons,
365 Mark Lane, E.C. 3.

Dear Sirs,

The following is an extract from a letter we have this morning received from Messrs. Percival & Co. :—

"If your customers are willing to accept
"£50 (Fifty Pounds) in full settlement
"of their claim against us, we will
"arrange for a cheque to be posted
"immediately. This offer, which is, of
"course, made without prejudice, will
"only remain good for the ensuing
"twenty-four hours."

Kindly favour us with your instructions
per return, and oblige,

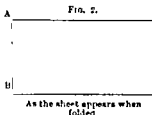
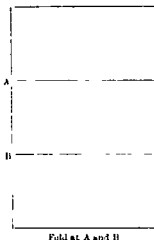
Yours faithfully,

(Signature of firm to be written here)

NOTE.—Supposing this letter to weigh $\frac{3}{4}$ oz., what should the envelope bear?

When the typing is completed, place the carbon copy side ready for filing; address a commercial envelope; the letter signed; fold it neatly as per the following diagram

FIG. 1.
OCTAVO.



Finally place it in the envelope, seal it, and deposit it in the Post Basket.

EXERCISE 24.

(a) Type the following letter of introduction on Note paper, and remember, when enclosing it in the envelope, that it is considered more courteous not to seal a letter of this description

30 Queen Victoria Street,
Edinburgh.

Messrs. Hunter & Co.,
22 Mosley Street,
Manchester.

28th Feb. 1918.

Gentlemen,

This letter will introduce you to Mr. William Brookes, who has for many years occupied the position of buyer in our establishment, and who now contemplates commencing a drapery business on his own account in your city.

We shall esteem it a personal favour if you will kindly do all in your power to assist him in this new enterprise.

We are, Gentlemen,

Yours faithfully,

(Signature of Firm)

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b) Type as neatly as possible answers to the following questions:—

1. What is the rate of postage for typewritten circulars and what the conditions?
2. What would be the surcharge on a letter (addressed to Manchester) weighing 3 oz. and bearing a 1d. stamp?
3. What stamp should be affixed to a registered newspaper addressed to York?
4. What is the limit of size for Foreign and Colonial packets, both commercial and samples?
5. How should newspapers be folded for posting, and must they be closed at the ends or not?

LESSON XIII.¹

(Home Work).

POSTAL REGULATIONS—Continued.

Express Delivery Service.*

There are four ways by which letters and parcels can be specially delivered:—

(a) By Special Messenger all the way (week-days only), the Express Fee for which is 3d. per mile or part thereof, and a weight fee of 3d. for each packet weighing more than 1 lb. All charges must be prepaid in postage stamps affixed to a Special Post Office Form.

These letters must be handed in at an Express Delivery Post Office, and on no account dropped into the letter box.

The envelope must be marked thus:—

EXPRESS.

Alfred Mappin, Esq.,

The Laurels.

Hampstead,

N.W.3.

* This service is so far-reaching that it is impossible to give a complete description in a work of this size, therefore if fuller information is required recourse be had to the Post Office Guide.

(b) In cases where the distance is too far to send by Special Messenger all the way, and where time is of importance, letters not exceeding 1 oz. may be sent by rail or steamship. Such railway letter would be taken to a Passenger Station of the Railway Company over whose line it is to travel and be handed in at the Parcel Booking Office or the Passenger Booking Office of the Railway Company, together with a fee of 2d. (payable in money to the Company) in addition to the ordinary postage in stamps affixed to the letter.

If the letter is to be called for at the station of address, the envelope must be addressed thus:—

F. H. Frankman, Esq.,	Affix 1½d
Parcel Office,	Stamp
Waverley Station,	
Edinburgh	
(To be called for)	

If it is to be posted at the station of address, it must be addressed thus:—

F. H. Frankman, Esq.,	Affix 1½d
The Laurels,	Stamp
Princes' Street,	
Edinburgh.	
To Waverley Station.	
(To be posted on arrival.)	

THE TYPISTS' MANUAL.

By Special Messenger after transmission by post, the
 ss Fee for which is 3d. per mile from the Delivery Office,
 addition to the ordinary postage, with the exception of
 on, where the fee for a letter expressed from the usual
 very Office is only 3d. (in addition to the postage) *even*
ugh the address is more than a mile distant, but if the letter
 expressed from the G.P.O., or from a Head District Post
 ice, to an address *beyond the ordinary postal delivery*, then
 such case, 3d. per mile is chargeable.

EXPRESS.

Miss E. H. Parkinson,
 The Crescent,
 Withington,
 Manchester.

Affix

Stamp.

Such letters may be handed in at a post office, or to a postman
 in a rural district, or posted in the ordinary manner, but the
 envelope must be marked with a broad perpendicular line on
 the front and back, as well as with the word "Express"
 (See illustration above). If delivery is required from the
 Head District Office in London, or from

EXERCISE 25.

(Class Work)

Type this letter on foolscap paper, following the same procedure as in the previous letters, bearing in mind the fact that when a letter contains a tabular statement such statement is usually set in from the body of the letter and typed at *single* line-spacing with an extra turn before and after it.

121 West Street,
Birmingham.

Messrs. Neill & Co.,
15 Fleet Street, E.C. 4

25th Feb., 1918.

Dear Sirs,

We beg to own receipt of your esteemed favour of the 24th inst., enclosing five Bills of Exchange to our order, viz. :—

£260 at 3 months, on Birmingham,
£780 at 3 months, on Manchester,
£640 at 3 months, on Wolverhampton,
£350 at 2 months, on Huddersfield,
£250 at 2 months, on Doncaster.

Total £2,280, with which you have been credited.

You have always been so courteous to us that we again have recourse to your kindness. A firm of your City, whose name is given on the annexed slip of paper, is desirous of doing business with us, and has sent us an important order, which will necessitate an outlay of £800. We should feel obliged if

trust you will give us an unbiased reply, and, at the same time, beg to assure you that you may rely on our secrecy.

Trusting that you will command us freely in any similar cases,

We are, dear Sirs,
Yours faithfully,
(Signature of Firm)

NOTE.—If this letter weighs 1 oz., what stamp should be affixed to the envelope?

* In typing the underscore when setting columns of figures, turn a single line space before it, and a double after it.

EXERCISE 26.

(a) Type this letter in a similar style to the last one.

Farringdon Street,
London, E.C., 4.
20th Feb, 1918.

Messrs. Webster, Smith & Co.,
Buenos Ayres,
South America.

Dear Sirs,

In next sundry case we are sending you two samples of Asphalt, and enclose herewith two copies of the "Uses of Asphalt," from which you will see that this material is very suitable for tropical climates.

We beg to quote you as follows :—

Asphalt in blocks and also in casks.

In blocks of 30 kilos 70/- per 500 kilos.

In wooden casks of 260 kilos... 75/- " "

" " " 500 " ... 72/- " "

C.I.F. BUENOS AYRES, per steamer.

Trusting that these prices will enable you to place with us some large orders, which shall receive our best attention,

We are, dear Sirs,
Yours faithfully,
(Signature of Firm).

Enclosure.

NOTE.—Supposing this letter to weigh $\frac{1}{2}$ oz., what stamp should be affixed to the envelope?

(b) Type neatly displayed replies to the following questions :

1. What is the charge per mile for sending a letter by special messenger all the way?

2. How must the envelope be marked?

3. In cases where the distance is too far to allow of a special messenger all the way, what would be the best course to adopt?

4. How should the envelope be marked if the letter is to be called for?

5. Can a letter be expressed after transmission by post?

6. Can letters be delivered in advance of the ordinary delivery.

LESSON XIV.

(Home Work)

POSTAL REGULATIONS.—*Continued.*

Money Orders

RATES OF POUNDAGE.

Rates to be memorized.— INLAND

Not exceeding £1	2d.
Above £1 and not exceeding £3 ..	3d.
" £3 " " " £10 ..	4d.
" £10 " " " £20 ..	6d.
" £20 " " " £30 ..	8d.
" £30 " " " £40 ..	10d.

No single Money Order can be issued for a sum exceeding £40

FOREIGN AND COLONIAL.

(a) For Orders payable in British Dominions, Colonies, Protectorates, etc (including India, Aden, and the Indian Postal Agencies, and Egypt and the Sudan), the British Postal Agencies in China, Morocco, and at Panama, or in any of the following Countries —

France and Algeria,

French Colonies —Dahomey, French Congo,

" " " " " " " " " " " "

" " " " " " " " " " " "

" " " " " " " " " " " "

" " " " " " " " " " " "

" " " " " " " " " " " "

Italy and Italian Offices in Benadir, Eritrea, and Libya,

Japan with Corea, Formosa, Karafuto and Japanese Agencies in China and Manchuria,

Portugal (including Madeira and the Azores),

Portuguese Colonies —Angola, Cape Verde Islands, Mozambique, Macao, Portuguese

Guinea, Portuguese India, Timor and St.

Thomas and Principe,

Roumania,

Russia and Russian Agencies in China,

3d. for
every
£1 or
fraction
of £1.

THE TYPISTS' MANUAL.

For Orders payable in all Foreign Countries } 4d. for every £1
 not mentioned under (a)— } or fraction of £1

The maximum amount allowed for a Money Order for a
 British Colony or Foreign Country—£20, £30, or £40, as the
 case may be, can be ascertained by reference to the Postal Guide.

NOTE.—No Money Order may contain a fraction of a penny.

Postal Orders.

The following are the amounts for which Postal Orders are
 issued, together with the poundage payable thereon:—

Amount of Order.		Poundage Charged.	Amount of Order.		Poundage Charged.
s.	d.	d.	s.	d.	d.
0	6	1	11	0	1
1	0	1	11	6	1
1	6	1	12	0	1
2	0	1	12	6	1
2	6	1	13	0	1
3	0	1	13	6	1
3	6	1	14	0	1
4	0	1	14	6	1
4	6	1	15	0	1½
5	0	1	15	6	1½
5	6	1	16	0	1½
6	0	1	16	6	1½
6	6	1	17	0	1½
7	0	1	17	6	1½
7	6	1	18	0	1
8	0	1	18	6	1
8	6	1	19	0	
9	0	1	19	6	
9	6	1	20	0	
10	0	1	21	0	
10	6	1			

The easiest way to remember the poundage on the various amounts is to note that the lowest order issued is for 6d. and that they advance by sixpences from that amount to 20s. that the poundage up to 15s. inclusive is 1d., and from 15s. 6d. to 21s. is 1½d.

purpose

REGISTRATION AND COMPENSATION

Correspondence of any kind (including parcels) can be registered.

The ordinary registration fee is 2d. in addition to the postage, and this secures compensation up to £5 in the event of loss or damage.

Compensation will also be given for sums above £5 up to a maximum of £400, upon prepayment of the following fees in addition to the postage—

Fee	Limit of Compensation	Fee	Limit of Compensation
2d.	£5	1s. 1d.	£220
3d.	£20	1s. 2d.	£240
4d.	£40	1s. 3d.	£260
5d.	£60	1s. 4d.	£280
6d.	£80	1s. 5d.	£300
7d.	£100	1s. 6d.	£320
8d.	£120	1s. 7d.	£340
9d.	£140	1s. 8d.	£360
10d.	£160	1s. 9d.	£380
11d.	£180	1s. 10d.	£400
1s.	£200		

The easiest way to ascertain the fee payable for a given sum is to remember that 2d. secures £5, and for all other sums divide the amount by 20 and add 2 to the result, which will give the fee in pence.

Everything intended for registration must be handed to an officer of the Post Office and a certificate of posting, bearing

an acknowledgment that the fee for registration and compensation has been paid, must be obtained. Nothing intended for registration must be dropped into a letter box. If, contrary to this rule, a packet bearing the word "Registered," is dropped into a letter box, it will be compulsorily registered, and charged on delivery with a fee of 4d.

The packet must be made up in a reasonably strong cover appropriate to its contents, and must be fastened with wax, gum, or other adhesive matter. It is not sufficient merely to tie the packet with string.

If it be desired to secure compensation for damage to a packet (other than a parcel), the packet must bear the words "Fragile, with Care." These words should appear on the face of the cover above the address.

All packets must be marked at the bottom left-hand corner with the word "Registered," followed by the amount of the fee if it exceeds 2d. Thus "Registered 6d.," and so on.

Compensation in respect of money of any kind (coin, notes, orders, cheques, stamps, &c.) will only be given in those cases in which the money is enclosed in one of the Registered Letter envelopes sold by the Post Office and the packet is tendered for transmission by Registered Letter Post. The compensation given in respect of coin* will in no case exceed £5.

Compensation for damage to a packet sent by Registered Letter Post will only be given in those cases in which the packet is conspicuously marked with the words "Fragile, with Care."

Registered letter envelopes for Foreign as well as Inland Letters can be obtained at the Post Office in various sizes.

· Remittance Letters.

Under the above heading we shall deal with letters enclosing and acknowledging remittances. A remittance may be sent either in the form of a cheque, draft, money order, postal order,

* The term "coin" means and includes coins of all kinds, whether or not current in the United Kingdom or elsewhere.

or stamps, and should be folded within the letter, one end of it being turned over the top edge of the letter, so as to be easily seen. The letter should state what the remittance is for, and also the amount.

A cheque or draft should be made payable "*to order*," unless the person to whom it is to be paid gives special directions to the contrary, when it can be made payable "*to bearer*." If made payable "*to order*," the payee must endorse his name on the back of it before he can cash it, and it thus becomes a stamped receipt to the payer for the amount paid.

If a cheque, draft, money order, or postal order be crossed with two lines and the words "*& Co*" be inserted between them, it signifies that payment will only be made through a bank, and if the name of the bank be added, payment will be made only through the bank specified. This method ensures cheques, &c., being paid into a bank, and thus facilitates their being traced in the event of being stolen or lost. If the cheque is also marked "*not negotiable*," it is accepted at the holder's risk. That is to say, if A gave B a crossed cheque marked "*not negotiable*," and A had no right to such cheque, then B would have no right to it.

When drawing a cheque, always fill in on the counterfoil the amount, date, and name of payee.

In cases where money is required to be sent with the utmost despatch, it may be transmitted by means of a telegraphic money order, which can be obtained at any post office where telegraphic and money order business is transacted.

Before despatching postal orders, fill in the date, the name of the payee and office at which payable on the counterfoil, in order that they may be more easily traced if lost.

Remittances should always be acknowledged by return of post. If the receipt is in the form of a letter, state the amount of remittance and for what it is in settlement. All sums of £2 and upwards must be acknowledged by a stamped receipt, the name of receiver and amount received being written across the stamp.

EXERCISE 27.

(Class Work.)

(a) Type replies to the following questions :—

1. What would be the commission on an Inland Money Order for £2 19s.?

2. What would be the poundage on a Postal Order for 10s. 6d.?

3. What is the fee for a Registered Letter, and how much compensation is secured?

4. What fee would be payable to secure compensation of £110?

5. What is the limit of compensation in respect to coin enclosed in a registered envelope?

(b) Type the following letter, employ double line-spacing, with five single line-spaces after the Heading, three after the Inside Address, and three before the Subscription, and observe the same office routine as in previous exercises.

235 Leith Walk,

Edinburgh.

1st Feb., 1918.

Messrs. Cornelius B. Pogson & Co.,

25 Grafton Street,

Dublin.

Dear Sirs,

Herewith we beg to hand you cheque for £325 2s. 8d., being the amount of your monthly statement for January, less the sum of £1 3s. deducted for empties, which will be returned in due course.

We are, dear Sirs,

Yours faithfully,

(Signature of Firm).

Enclosure.

EXERCISE 28.

(a) Type the following letters, employing the line-spacing which, from experience, you think most suitable, and observing the same office routine as in the previous letters.

43 York Place,
Leicester.

Messrs. Carruthers & Co.,
21 Regent Street,
Birmingham.

25th Feb., 1918.

Dear Sirs,

We have to acknowledge with thanks receipt of your favour of the 24th inst., enclosing cheque for £25 6s. 8d., for which we beg to enclose receipt.

We remain, dear Sirs,

Yours faithfully,
pro ROSS & SCHUBERT,
A. B

Enclosure.

NOTE.—Supposing this letter to weigh $\frac{3}{4}$ oz., what stamp would be affixed to the envelope?

(b)

25 George Street,
York.

W. R. Barnett, Esq.,
Chicago, Ill.

25th Feb., 1918

Dear Sir,

Your favour of the 24th ult., enclosing New York draft for \$26.30, in settlement of your account, came duly to hand

Thanking you for promptness in remitting, and hoping to receive further orders,

We are, dear Sir,

Yours respectfully,
pro G. BLAIR & CO.,
H. J.

NOTE.—Supposing this letter to weigh $\frac{1}{2}$ oz., what stamp must be affixed to the envelope?

LESSON XV.

*(Home Work.)*POSTAL REGULATIONS.—*Continued.*

Inland Telegrams.

Points to be memorized :—

The charge is 9d. for the first 12 words, including the address, and $\frac{1}{2}$ d. for every additional word. Proper forms are supplied by the Postal Authorities, and payment for the transmission of a telegram is in stamps affixed to the form by the sender. A receipt for the charges prepaid upon a telegram can be obtained for one penny, or a certified copy at a charge of 3d.

Night Telegraph Letters may be sent between any two towns in which the Head Telegraph Offices are always open for delivery by first post the next morning at the rate of 9d. for 36 words and $\frac{1}{2}$ d. for every additional three words.

Counting :—Words which are ordinarily written as one or coupled by hyphens are counted as *one* word, *e.g.*, McNeal, St. John's, son-in-law, charwoman, eighty-nine, but double names, although written with a hyphen, are counted as *two*, *e.g.*, Grant-Dalton. Abbreviations such as won't, can't, &c., are counted as *one* word. Figures are counted at the rate of five figures to a word, *e.g.*, 69735 counts as *one* word, whereas 957698 counts as *two* words. Fractions are reckoned in the same way, but the line which divides the numerator from the denominator is counted as a figure, thus $2\frac{1}{2}$ counts as *one* word, whereas $203\frac{1}{2}$ counts as *two* words. In groups of figures, an oblique stroke or a stop is reckoned as a figure. The symbols $\frac{1}{2}$, $\frac{1}{4}$, $\frac{3}{4}$, and $\frac{1}{8}$, are exceptionally counted as one word each, but in other combinations of letters and signs, each sign is counted as one word. In ordinal numbers, the affix *st*, *nd*, &c., counts as two figures, *e.g.*, *1st* equals *one* word and *1822nd* *two* words.

When a figure or a group of figures is followed or preceded by a letter (except in the case of ordinal numbers), the letter is counted as a word, *e.g.*, 10A or A10 counts as *two* words, but letters added to figures in an address to denote the number of a house or of a telephone No. are counted as part of the figure, *e.g.*, 10A counts as *one* word when it forms part of an address.

Each initial letter is counted as one word, with the exception of the letters a.m. and p.m. and the London Postal Districts, which are reckoned as one word for each group. District numbers are charged as one word. The letters *H.M.S.* are also counted as one word in the address of an Inland Telegram, intended for one of His Majesty's Ships.

The following names of places are counted as one word each, irrespective of the number of words of which they are composed.

(a) All names of towns and villages in the United Kingdom, *e.g.* *Ashton under-Lyne, East Coker.*

(b) The names of railway and coastguard stations (not in towns) at which telegraph business is transacted on behalf of the Post Office, *e.g.* *Bodmin Road.*

(c) The names of Districts in towns when used in addresses in addition to the names of thoroughfares, *e.g.* *Camden Town, in the Address High Street, Camden Town*

(d) The names of Foreign Telegraph Offices which are mentioned in the International List of Telegraph Offices, *e.g.* *Davos Platz.*

But all other names, unless used in addresses with the names of the thoroughfares to denote districts in towns are counted

as follows:—
 contain, *e.g.*,
 words each
 in or county

to the name of a place to distinguish it from another place of the same name, the name of the town or county is not charged for. Examples: *Denton, Manchester, Wolverton, Bucks.* would be counted as one word

When words are underlined, or placed in parentheses, or within inverted commas, one extra word is charged for.

One word each is also charged for the ordinary signs of punctuation if transmitted.

The sender may have any instructions, such as "Private," "Confidential," "To be opened at once," or the like, written on the outside of the envelope containing the message, such instructions being charged for as part of the message

Telegrams addressed to a Telegraph Office "To be called for" are kept two entire days.

Telegrams for railway passengers should be addressed "c/o Station Master."

Telegrams can be repeated if the sender desires it, by being telegraphed back from office to office, and this is desirable when there are mercantile quotations or figures or when the telegram is written in accordance with a pre-arranged code or in cypher. Or again, if the receiver of a telegram doubts its accuracy he may have it repeated. In both cases the charge is half the ordinary charge, fractions of one halfpenny being reckoned as a halfpenny.

Copies of a telegram directed to more than one person in the same free delivery are delivered on prepayment of a charge of threepence per copy, in addition to a halfpenny for each word in the address of the copy. Each London Postal address is regarded for this purpose as a separate delivery.

The cost of a reply, not exceeding forty-eight words, may be prepaid, and is available for twelve months. If the form is not used, its value will be refunded to the *sender* of the telegram on production of the form.

A prepaid telegram may be handed to a Rural Postman on his way to a Telegraph Office, or may be posted in an envelope addressed "Telegram, Immediate."

Any person may register an abbreviated or arbitrary address on payment of a registration fee of £1 1s. a year, dating from the day of registration. The address must consist of two words, one of which is to be the name of the town or place of delivery; the other must be a dictionary word, containing not more than ten letters, *e.g.*, *Venus, Manchester*. Telegrams may also be delivered to the care of a person who has a registered address, *e.g.*, *Collyns, c/o Venus, Manchester*.

MESSAGES TELEGRAPHED FOR INCLUSION IN OUTGOING MAILS.

Telegrams may be sent to certain ports for onward transmission as letters. The sender must write "post" (which will not be charged for) before the addressee's name, and the name of the terminal Telegraph Office at the end of the address. For example: "Post, Jones, 16, Fifth Avenue, New York Queenstown." Thus a telegram of 24 words to be sent by post from Queenstown to New York should be prepaid 1s. 5d., viz. 1s. 3½d. for the telegram (including ½d. for the name Queenstown) and 1½d. for postage. In such cases a registered address cannot be used.

EXERCISE 30.

(a) Type the following letter in good style.

19 Princess St
Southampton
Dec 26/12.

R Wilson & Sons
Accrington

Dear Sir, We beg to inform you that the Muslim's Satens & did not reach Southampton until this afternoon upon inspection we found that the contents of some of the parcels ^{were} ~~had been~~ seriously injured & damaged some in fact being quite unsalable. We hope to be favoured with yr explanation as to the ~~cause~~ ^{reason} of the late delivery & the damage. In the meantime must ^{urge} ~~ask~~ you to let us have the ~~order~~ ^{order} ~~mentioned~~ ^{mentioned} good as detailed in the Enclosed order as quickly as possible. If you can oblige ~~arrange to be forwarded~~ ^{arrange to be forwarded} to morrow (Monday) 20 pcs 2829. Printed White faced Muslims Nos 3601 & 3608 (10 of each) 36 pcs 3637. Fancy Muslims No 829 we will be extremely obliged.

Yrs truly
J. Thompson & Co

1 Encl

(b) Type neatly arranged replies to the following questions:—

1. What is the minimum charge for an Inland Telegram?
2. How are whole numbers and fractions reckoned?
3. How are initial letters counted, and are there any exceptions to the rule?
4. If it is necessary to add the name of the county to the address, on account of there being two or more places of the same name, is it charged for or not?

5. How should telegrams for railway passengers be addressed?

6. What do you know with regard to the regulations as to messages telegraphed for inclusion in outgoing mails?

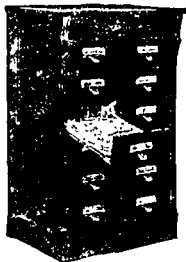
LESSON XVI.

(Home Work)

FILING LETTERS.

The Shannon Limited Flat Sheet System.

When the inward letters have been duly dealt with in the ordinary course of business, they are filed together with the copies of the replies thereto.

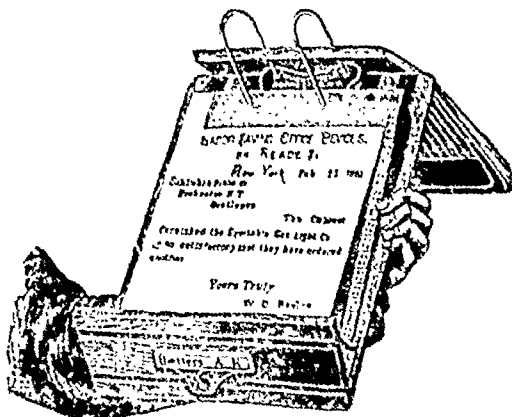


FILING CABINET PLATE 15

The method of procedure is as follows —

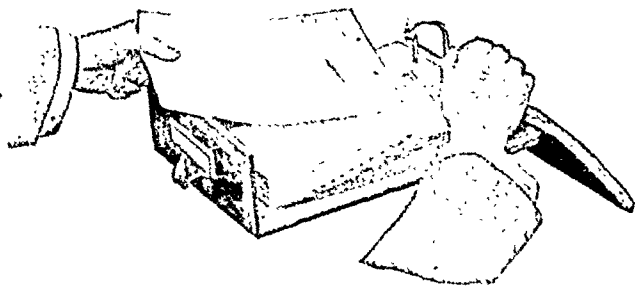
Supposing that we wish to file a letter from Henry Banks & Son, together with a copy of the reply. Punch the letter and

the copy of the reply with two perforations at the top; take out the file drawer B; throw back the compressor cover; find the index Ba; slip the hands underneath the letters which lie



FILING DRAWER. PLATE 19.

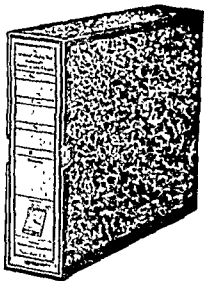
above the index; pass them back over the arches (see Plate 19) open the arches; file the letter (see Plate 20); close the arches



FILING DRAWER WITH ARCHES OPEN. PLATE 20.

return the letters and the compressor cover (which have been temporarily passed over the arches) into position, and finally replace the drawer in the cabinet.

When a file drawer is full the contents are removed *bodily* to what is termed a *Binding-case* (see Plate 21).



BINDING CASE. PLATE 21.

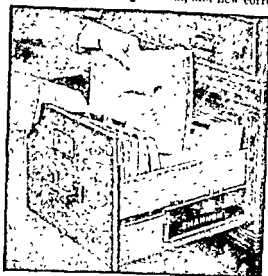
A new index is placed on the file, and a note made on the compressor cover to the effect that letters from such a date to such a date have been removed to binding-case No. so and so, a similar note, with regard to the date, being made on the binding-case.

Points to be memorized:—

1. That when a new file is commenced, the date of the first letter is filled in on the cover.

2. That when filing letters the initial letter of the surname of the writer determines which letter of the alphabet each communication shall be filed under, but that if there be several correspondents of the same surname, the initial letter of the Christian name determines its position on that file. For example, if there be letters from three firms of the name of Charles Smith & Co., John Smith & Son, and William Smith, all would be filed under *S*, but the letters from Charles Smith

Again, if we adopt the numerical system, all inward letters are numbered as they are opened, viz., old correspondents with the numbers already allotted to them, and new correspondents



FILE DRAWER PLATE 23

with the next number vacant, and the outgoing letters also bear a corresponding number (see Plate 24)



OPEN FOLDER PLATE 24

For example, James Dirke & Co. open a correspondence, and have allotted to them No 1000.

All the correspondence relative to this firm is placed in folder

EXERCISE 31

(Class Work.)

Type the following letter on quarto paper; double line-spacing and tabular statement single with treble before and

16 Broadford Market
Halifax 9 Dec '11

Dr Sirs

We beg to acknowledge rec^d of yr ltr of yesterday's date and to state that the whole cause of complaint arises through yr failing to carry out 1 cont which was for three trucks of coal daily. Instead of this you have been delivering 4, 5 & 6 trucks on consecutive days and blocked 1 altogether. thereby Consequently it has been impossible to ^{the coal} unload immediately and it has stood in 1 open and deteriorated. With regard to shortage we can assure only pay for 1 weight and as required by our weighbridge and we will point out that 1 instance you mentioned is not 1 only one as you will note from the following table

B & W	Wt received	Wt recd	Difference
Waggon No	J C 2i	J C 2i	J C 2i
260	5 13 1	5 10 0	0 3 1
796	9 2 0	9 16 2	0 3 2
533	9 7 2	9 2 1	0 5 1
976	9 15 3	9 4 0	0 11 3
	36 1 2	36 2 2	0 11 3

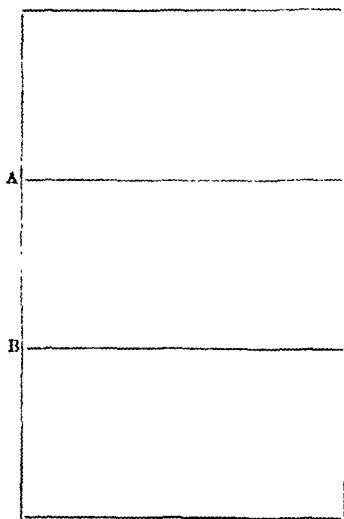
From these figures you will see that there is a difference between 1 wt received & wt recd and represents 1 shortage for which we have debited your bill fully.
Yours J Black & White Coal Merchants
Newcastle on Tyne

after. Carry over to a second sheet the last paragraph numbering the page (2) in the centre at the top, and repeating either the

whole of the inside address or the name of the addressee. Note that the second and following pages are termed *followers*.

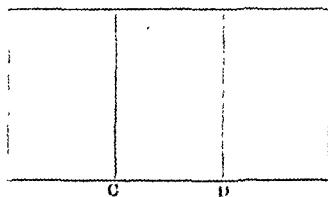
Note also that an alternative method of displaying long letters is given in Exercise 33, and that still another method would be to use foolscap paper, in which case, if the letter is to be enclosed in a commercial envelope, it would be folded thus :—

FIG. 1.



Fold at A and B.

FIG. 2.



Fold again at C and D.

FIG. 3.



As the sheet appears when folded.

EXERCISE 32.

(Class Work.

If practicable file the carbon copies which have accumulated of the outgoing correspondence, or if this is not possible, write a short but *clear* description of the Flat and Vertical system of Filing.

LESSON XVII.

(Home Work)

Press Copying and Indexing.

The process of press copying business communications is being steadily superseded by the more up-to-date method of taking a carbon copy, the latter being so much more convenient for filing purposes. Like most systems, it has its disadvantages as well as its advantages, the most serious one being that a carbon copy is not legal evidence in a Court of Law, whereas a press-copy is—an important factor to a business man. The Roller Copier overcomes this difficulty by supplying a *facsimile* of the original letter—alterations, signature and everything—which is at once legal evidence, and can be readily filed with the letter to which it refers.

The Press Copy.

DIRECTIONS:—FOR ONE COPY.

Type the communication with copying ink (purple gives the best result); avoid erasures; when completed open the Letter Book* at the desired page, place an oil sheet over the left-hand page, on this a damp cloth, turn over the leaf of the book and place the letter to be copied (*face downwards*) upon it. Repeat the process until all the letters are inserted, unless there are a large number, in which case it is advisable to insert them in batches of about a dozen at a time. When all the letters are inserted, place the book in the press, screw it tightly down, and allow it to remain from two to four minutes, according to whether the letters have been typed with a new or old the Letter Book book to prevent

FOR SEVERAL COPIES.

(a) Type the communication with *extra strong* copying ink or with hektograph ink, and adopt the method described above, but insert the required number of *loose* sheets of Japanese paper on the damp sheet, before turning over the leaf of the Letter Book.

* Japanese Letter Books are the best.

(b) Type the communication with copying ink, and at the same time take a carbon duplicate with a *copying** carbon. The additional copies can then be obtained by press-copying the carbon copy as well as the original.

When sending out many circular letters of the same tenor, it is more convenient to copy only one in the letter book, and then copy a list of the addressees on the following page, with a heading somewhat as follows:—"Circular letter, as per foregoing page, sent to the following addressees :"

INDEXING.

The letter book should be indexed every morning in the following manner:—

Supposing that a letter to C. James, Esq., has been copied on page 101 of the letter book, turn to the index and open it at the page marked "J."

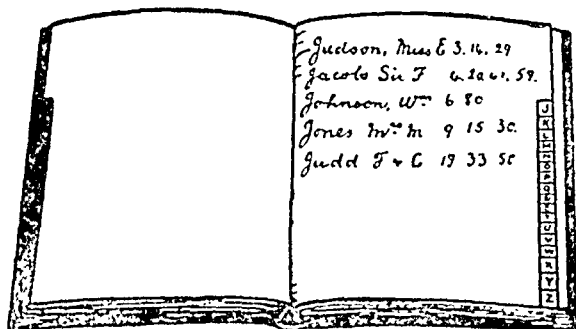


PLATE 26.

Run your eye over the entries and see if the name of James

* Copying carbons are sold in blue, purple, and green, and are specially adapted for taking a number of press copies.

has already been indexed. If not, as in this case, enter it thus:—

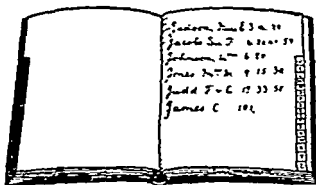


PLATE 5

Or again, supposing a letter to Sir F. Jacobs has been copied on page 130, on turning to the index, we find his name already indexed, therefore, we simply add the number of the page to the numbers already entered.

It will be observed from the specimen index page given herewith, that although the courtesy terms, Mr., Esq., and Messrs. are omitted in indexing, it is customary to enter the words *Miss*, *Mrs.*, *Sir*, and *Lord*, in order to prevent mistakes, as such an entry as Brown, Jane, might stand either for Mrs. J. Brown, or Miss J. Brown.

In addition to indexing the letter book, many business houses add what is called a cross-reference to each letter. This is done by marking across the top left-hand corner of the press copy, the numbers of the pages upon which the *previous* and *following* letters to the same correspondent have been copied.

If we again turn to page "J" of the index, we find that letters to Sir F. Jacobs have been copied on pages 4, 20, 41, and 59.

The cross-reference, therefore, on page 4 would be 0/20

"	"	"	"	20	"	4/41
"	"	"	"	41	"	20/59
"	"	"	"	59	"	41/

and when the letter copied on page 130 has been duly indexed, the 130 would be filled in below the 41, thus 41/130.

This cross-reference should be made at the time the letters are indexed, and it is usually done with a soft blue pencil, as a black lead, besides being indistinct, is more liable to cut the tissue pages of the letter book.

The Shannon No-Chemical Letter Copier.

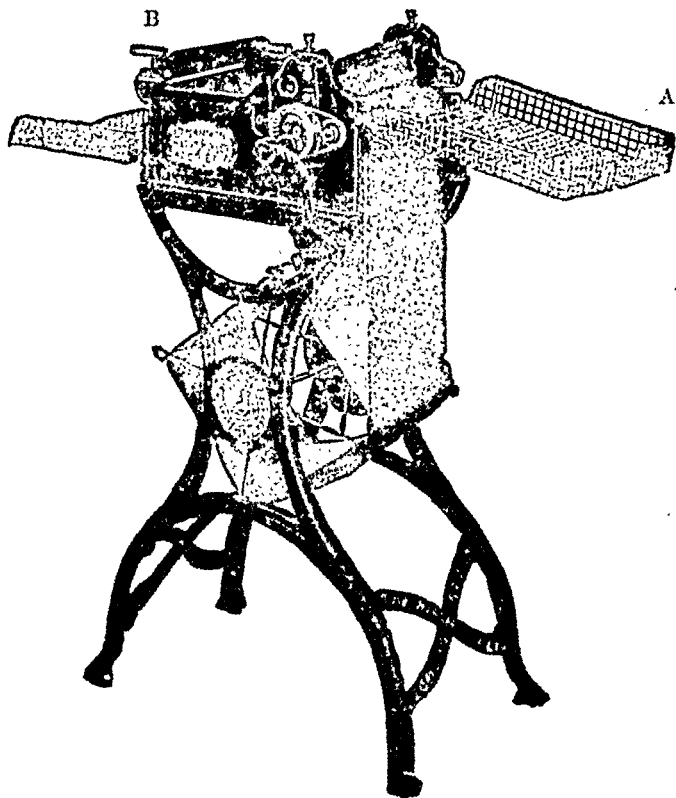


PLATE 28.

One of the chief advantages of this Copier is that the copies can be filed with the letters to which they are replies, just in the same way as the carbon copies, but with this important difference, namely, that they are *signed fac-similes* of the letters, and as no chemicals are employed they do not fade with time.

The process of copying is simplicity itself, it being only necessary to apply pressure on the top roller, insert the letter on the table which will be seen to the right of "B" (Plate 25), and turn the handle at the right hand side of the machine. This will cause the letter to pass beneath the pressure roller, and to fall into the basket "A" (Plate 28), having left its impression on the tissue. Another letter may then be inserted, in exactly the same way, and so on until all are copied.

It will be noticed that the copies are wound round the reel (Plate 28) in the base of the copier, and afterwards these copies are cut with the guillotine knife "B" (Plate 28), for filing individually with the letters to which they are replies.

As the majority of letters are of standard (quarto) size the machine may be fitted with a Rapid Cutting Attachment (Plate 29), and in this case the letters must be fed in at regular

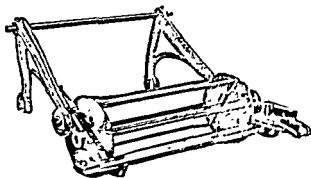


PLATE 29 — RAPID CUTTING ATTACHMENT

intervals. The copies are then wound round the small roller (C, Plate 30) on the Cutting Attachment, instead of the reel (Plate 28), and are cut *altogether* with *one stroke* of the knife, but even this does not prevent letters which are longer or shorter being copied, as the Guillotine Knife (B, Plate 30) is used for

cutting odd sizes. Again, although this copier is not, of course, a duplicating machine, still it will make four or five good copies

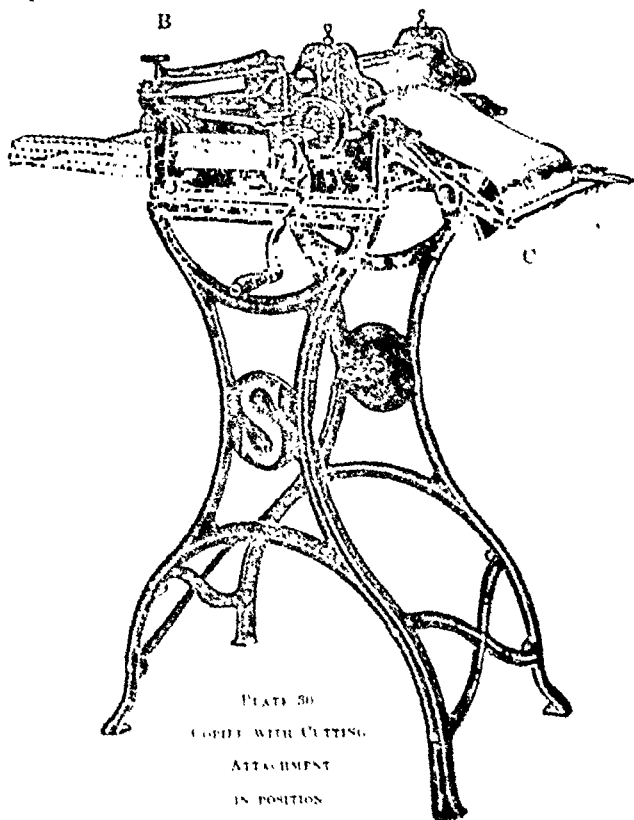


PLATE 30
 COPIER WITH CUTTING
 ATTACHMENT
 IN POSITION

of a letter by simply re-inserting the letter the requisite number of times.



EXERCISE 33.

(Class Work.)

Type the following letter with a copying ribbon or pad, on quarto paper. Employ single line spacing for the text and double for the heading, inside address, after the salutation, between the paragraphs and for the subscription. Check it carefully by the original and, if correct, copy in the letter book or with the roller copier.

2 Portland Street,
Manchester.

Messrs. Beauchamp & Co.,
Rouen

25th Feb, 1916.

Gentlemen,

Since writing you on the 10th inst., copy of which we enclose herewith and contents of which we confirm, we have received your favours of the 14th and 18th inst., which have received our best care, and we have now the pleasure to advise you, having placed your orders as per note of confirmation herewith, with the exception of the lots mentioned below.

TELEGRAMS: We wired you on the 12th inst., apprising you of the sudden rise in cotton goods, and now beg to acknowledge your telegraphic answer requesting us to buy 20 B/S of No. Bx quality of shirting if at the old price. We are pleased to say that we have got this lot put through, though not without difficulty, as the maker fought very hard to get the price increased.

SILKS: We are surprised at your complaint about over-delivery, because, on comparing our order book with copies of invoices sent you, we find that they agree. We cannot explain the difference unless by mistake you have overlooked the balance owing, previous to our last invoice. Kindly look into the matter again.

A/C CURRENT: Being at present engaged in stock-taking, we beg to enclose herewith an abstract of your account to date, and shall feel much obliged if you will examine the same forthwith and let us know if correct, so that we may close our books.

We remain, Gentlemen,
Faithfully yours,

(Firm's signature in copying ink.)

2 Enclosures.

NOTE.—Supposing this letter to weigh 1 oz., what stamp should be affixed to envelope?

EXERCISE 34.

Index and cross-reference the press copy of the letter copied at last Lesson, or if copied on the roller copier, file the letter, together with the one to which it is a reply.

Type the following letter with copying ribbon or pad. Employ quarto paper and double line-spacing and, if correct, copy as before directed.

34 Exchange Street,
Halifax.

17th Feb., 1918.

Messrs. G. Haigh & Son,
19 Lover Street,
Bristol.

Dear Sirs,

We have the pleasure of informing you that we have purchased the business carried on until lately by Messrs. Howe & Green, of Exchange Street, with all trade marks, patterns, beneficial interests and goodwill, and that we have made arrangements for the continuance of the manufacture of the machines previously made by these gentlemen, as also for repairs, and the supply of needles, shuttles, and other parts of the said machines.

Due attention will be given to the necessities of the different trades with which Messrs. Howe & Green were connected so long, and we shall do all in our power to assure a continuance of the satisfaction they invariably gave to their clients.

Hoping to be favoured with your orders, which shall receive our prompt and best care,

We remain, dear Sirs,

Yours obediently,

pro J. LIDDELL & CO.,

E. M.

NOTE.—Supposing this letter to weigh $\frac{3}{4}$ oz., what stamp should be affixed to the envelope?

LESSON XVIII

(Home Work.)

Applications for Situations.

Points to be memorized —

1. That to merit success the typing must be A1.
2. That the heading should be typed at 35 and each succeeding line indented 5 spaces.
- 3 That the inside address will consist usually of the number under which the advertisement appears, followed by the name of the paper from which it is taken, and the address of the office where the paper is published (see Inside Address, Exercise 35).
4. That the salutation should be a formal one, such as *Sir, Sirs, Gentlemen, Madam, or Mesdames.*
5. That all questions in the advertisement should be clearly and concisely answered, that the sentences should be short and to the point, that the repetition of a word should be avoided, and that care should be taken to arrange the sentences so that they do not end with a proposition.
6. That the subscription should be in keeping with the salutation, viz., *I remain, Sir, Sirs, Gentlemen, Madam, or Mesdames, Yours faithfully*
7. That the applicant's name should be neatly written, not typed, with the Christian name in full, so that the recipient may know whether the applicant is a lady or gentleman, and if a lady, the word *Mrs.* or *Miss* enclosed within parentheses should precede the name.
8. That *original* testimonials should never be enclosed, but neatly typed copies thereof, and the names and addresses of referees given
9. That if the applicant is fresh from school, and has, therefore, no business experience, educational qualifications should be stated instead.
10. That the address on the envelope should be typed, not written.

EXERCISE 35.

(Class Work.)

(a) Type a copy of the following reply to an advertisement on quarto paper; address an envelope; fold the letter neatly; enclose and seal.

Holmwood,
Finsbury Park,
London, N. 4.
17th Jan., 1918.

B 109, "Daily Telegraph" Office,
Fleet Street, E.C. 4.

Sirs,

In response to your advertisement in to-day's "Daily Telegraph," for a junior clerk, I beg to apply for the situation.

I have just left school, having received a thorough business training, comprising, amongst other subjects, a very fair knowledge of book-keeping, shorthand (100 words per minute) and French.

I am 16 years of age, and should be willing to commence work at the salary you name, and to undergo a test should you desire it.

For references as to my general ability and personal character, please apply to the gentlemen whose names and addresses I annex.

I remain, Sirs,
Yours obediently,
(Signature of applicant).

References :—

A. P. Sunderland, Esq., Head Master, Finsbury Grammar School, N. 4.

Rev. Joseph Reid, The Rectory, Finsbury, N. 4.

(b) Type a reply to the following advertisement, cut from the "Daily Mail" of current date.

WANTED a Lady Shorthand Writer and Typist (junior) to make herself generally useful in office. State salary and full particulars. Apply A 27, at the printers.

(NOTE.—The "Daily Mail" is published at the "Daily Mail" Buildings, 32 Carmelite Street, Temple, E.C. 4.)

EXERCISE 35.

(a) Type the following reply to an advertisement in a newspaper, address an envelope for it, fold neatly, enclose and seal.

33 Foxbank Street,

Moss Side,

Manchester.

12th Feb., 1912.

H 60, "Guardian" Office,
Cross Street,
Manchester.

Sirs,

In reply to your advertisement in this morning's "Guardian," I beg to apply for the position of cashier in your office.

I am 30 years of age, and have had ten years' experience as cashier with the well-known firm of Messrs. Johnson, Jackson & Co, Shippers, of this city, from whom I can obtain excellent references as to my character and general business ability.

With regard to the salary, I should be willing to commence with £300 a year as mentioned in your advertisement.

I shall be pleased to call upon you at any time you may state, should you desire an interview.

Trusting to receive a favourable reply,

I remain, Sirs,

Yours faithfully,

(Signature of applicant,

(b) Type a reply to the following advertisement, cut from the "Daily Telegraph" of current date.)

WANTED a rapid Shorthand Writer and Typist
(Gentleman or Lady) able to operate standard
keyboard. Knowledge of French an advantage.
Apply Z 296, at the printers.

(NOTE.—The "Daily Telegraph" is published at the "Daily Telegraph" Offices, Fleet Street, E.C. 4.)

LESSON XIX

(Home Work.)

Official Letters.

Official Letters are of a much more formal
either commercial or private ones, and deal with

THE TYPIST'S MANUAL.

with the affairs of the State, such as the business of Government Departments, Education Committees, Corporation County Councils, &c. Such letters, if exclusively public business, and addressed to members of the Government at their respective Departments, do not require a top, but they should be marked *On His Majesty's Service*.
Letters to be memorized :—

1. That they are typed upon foolscap paper (13 × 8 in.).
2. That an Indelible Ribbon or Pad is used.
3. That they are duplicated with a carbon, or press copied.
4. That the Letter Reference falls at 10, in the top left hand corner of the letter, and should be quoted in the left hand corner of the envelope in replying to the letter.
5. That they are divided into six parts, namely :—

- (a) The Heading.
- (b) The Salutation.
- (c) The Text.
- (d) The Subscription.
- (e) The Signature.
- (f) The Inside Address.

6. That the address is usually printed, and, consequently, only the date requires to be typed to complete the Heading, and that it should be indented five spaces from the last line in the address.

7. That a *two inch* margin should be allowed, which is equivalent to about 20 degrees.

8. That the paragraphs are indented 5 or 10 degrees from the common margin.

9. That the Subscription is usually commenced at 40, and back to 45.

Example :—

I remain,

Madam,

Your obedient servant

Or, if a long one, 25, 35 and back to 30.
Example :—

I have the honour to be,
My Lord,

Your Lordship's most obedient servant

10. That a space is left for the signature, and the official designation (if any) is typed, for example, "Secretary."

11. That the Inside Address commences at 10, each succeeding line being indented 5 degrees from the previous one, and that it is usually typed at the foot of the letter.

12. That the matter should be well displayed, treble line-spacing being employed if necessary.

13. That enclosures are marked with an oblique line in the margin against the line where the enclosure is mentioned.

14. That such letters are usually enclosed in Official Foolscap Envelopes, 9in. x 4in., or in Brief 14in. x 5in

EXERCISE 37.

(Class Work.)

Type the following official letter on foolscap paper. Take a carbon duplicate and set out the letter in accordance with the rules given in the previous Lesson.

S 4554

1918

INLAND REVENUE.

Somerset House, London, W C 2

4th February, 1918.

Madam,

In reply to your letter of the 26th ultimo, I am directed by the Board of Inland Revenue to state that a Power of Attorney which is executed in any part of the United Kingdom, or which relates to any property situate, or
in any part
Duty, and
the duty chargeable is 10s.

The stamped envelope forwarded with your letter is returned herewith.

I remain,

Madam,

Your obedient servant,

(Signature of writer)

Secretary.

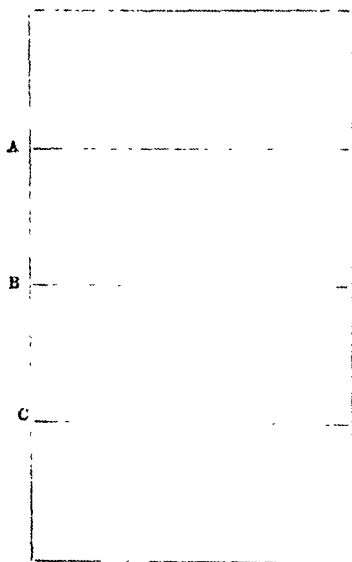
Mrs F. Jones,

5 Queen's Avenue,

Birmingham.

When the typing is completed, place the carbon copy aside ready for filing, and fold the letter neatly as per the following diagrams :—

FIG. 1.
FOOLSCAP.



Fold at A, B, and C.

FIG. 2.



As the sheet appears when folded.

Address a foolscap envelope, place the enclosure therein, and slip the letter under the flap of envelope, have it signed by the teacher, put it in the envelope, seal and finally place it in the post basket ready for the Post Clerk.

EXERCISE 38.

Type the following official letter according to the rules given in the last Lesson —

FROM

Officer Commanding,

14th Lancers,

MHOW.

TO

Officer Commanding,

21st (Queen's Own) Dragoons,

RAWAL PINDI

MHOW, India.

16th Feb. 1914

Sir,

No 6262,
Pte. J. Milligan,
14th Lancers.

I have the honour to forward herewith application from the man named in the margin to transfer to the Regiment under your Command.

This man, who is married, is desirous of remaining in India, and not accompanying his present Regiment to England.

I have the honour to be

Sir,

Your obedient servant,

Eugene J. Jones,

Lieut. Col.

Commanding 14th Lancers

When the letter is completed, place the paper with the address on one side ready for filing, address an official envelope (3 in x 4 in), have the letter signed, fold it in half crosswise and once again in the same direction, place it in a 12 envelope, seal it, and finally put in the post basket ready for the Post Office.

LESSON XX.

(Home Work.)

Typing Post Cards.

Thin cards are preferable to thick ones for typing upon, as they are more flexible, and consequently easier to insert in the machine.

If private cards are used, they must not exceed $5\frac{1}{2}$ by $3\frac{1}{2}$ inches, or be less than 4 by $2\frac{3}{4}$ inches.

Fix the card in the machine as you would an envelope and address in a similar manner. Then reverse the card, and set the right-hand margin to regulate the length of the lines in accordance with the size of the card.

Type the address and date. Omit the address of the person to whom you are writing, and commence with the salutation. If necessary, to save space, the first paragraph may commence on the same line as the salutation. Employ single spacing for the text of the post card, and double—space permitting—after the date, and also before the subscription. Usually speaking, no margin.

Nothing may be attached to a post card save a gummed label (2 by $\frac{3}{4}$ inches), bearing the name and address of the person to whom the card is to be delivered, and a similar label bearing the name and address of the sender; or engravings, drawings, photographs, and printed matter, on very thin paper, and completely adherent to the post card.

It is permissible to write a communication on the face of a post card, if the writing is confined to the left-hand half, so as not to interfere with the address.

Contravention of these rules may result in the card being withheld from delivery.

RATES OF POSTAGE.

INLAND.

For every postcard.....	1d.
For every reply postcard	2d.

Post Cards bearing an embossed 1d. stamp are sold at 1½d. each, or 1s. for a packet containing 11 cards.

Parcels containing 220 Cards can be obtained at any Post Office by giving two or three days' notice, the cost being £1.

REPLY POST CARDS, bearing a Penny stamp on each half, are sold at 2½d. each, or 2s. for 11.

FOREIGN.—Impressed with a 1d. stamp 1½d. each.

Reply post cards, bearing 1d. stamp on each half, 2½d. each

EXERCISE 39.

(Class Work)

Type the following address on a Post Card, and then reverse the card and type the communication.

POST CARD

STAMP

Mr. A. M. MacDonald,

41 Hampden Place

Exeter Road,

Exeter

Cheltenham. 1st Jan., 1918.

Sir,—It having been observed that Private Post Cards, apparently sent by you, are passing through the post bearing the impression of the Royal Arms, I beg to inform you that the practice of exhibiting the Royal Arms on ordinary stationery is illegal.

I am, Sir,

Your obedient servant,

H. E. THOMAS,

For the Postmaster.

EXERCISE 40.

POST CARD.

STAMP.

Miss Alice Knowles,

The Oaks,

Lewdown, R.S.O.,

North Devon.

The Stamp or Postage Book.—1918.

(ALTERNATIVE MODEL PAGE.)

COMMERCIAL.

143

Cash and Stamps Received.	Date.	Name and Address.	Posted by	V. stage.
£ 0 13 0	1st May	Arnold, M. B & Co., London	J J	10
	"	Fox, J. & Son, Leeds	"	13
	"	Lodger, E. & Co., Bury	"	3 1/2
	"	Franklin, J. & Co., Ipswich	"	6
	"	Coak, M. P & Co., Durham	"	1 1/2
	"	Wood, H & Son, York	"	5 1/2
	"	Gallins, J & Co., Enfield	"	1 1/2
	"	Brooks, A. & Son, Poole	"	1 1/2
	"	240 Circulars (various persons)	"	3 1/2
	"	Green, H. & J., Darchester	"	0
	"	White, J. A & Sons, Swansage	"	13
	"	Russell, C. J & Co., Exeter	"	9
	"	Murrell, R & Co., Derby	"	4 1/2
		Balance	c/f	13 5
£ 2 13 0				19 7
				£ 2 13 0

EXERCISE 41.

(Class Work.)

For the following particulars of postages in an Exercise neatly headed and ruled for the purpose, or on a sheet of cap, with the headings displayed in typewriting. Model entries on the specimen given on page 142. and start with assumption that the balance brought forward is £1 19s. 7d. on neatly balance, carry forward the balance in hand, and omit to the teacher for correction.

CURRENT DATE.

F. E. Black, Rouen, letter $1\frac{1}{2}$ oz.
 H. P. Wilson & Co., Paris, letter $\frac{1}{2}$ oz. Registered.
 Mrs. E. Smith, Bolton, parcel 5 lb. (Debit Customer.)
 F. White & Son, Montreal, letter $\frac{1}{2}$ oz. Insured £50.
 Miss M. Wright, Manchester, letter $1\frac{1}{2}$ oz.
 W. Sutherland & Co., Sheffield, parcel 9 lbs. (Debit Customer.)

(Time of posting, 1 p.m.)

E. MacDonald, London, letter 3 oz.
 F. Knight, Paris, letter $\frac{3}{4}$ oz.
 A. Cook & Son, Edinburgh, letter 7 oz.
 B. Shade & Co., Crewe, letter 2 oz.
 F. E. Dugdale & Son, Dublin, letter 3 oz.
 J. Cutting, Hong-Kong, letter 1 oz.

(Time of posting, 6 p.m.)

(Name of Post Clerk, John J.)

EXERCISE 42.

Follow the same procedure as in Exercise 41, but note any corrections which may have been made by the teacher.

Enter 5s. in stamps to the balance brought forward.

CURRENT DATA.

C. Johnson, Carlisle, letter 1 oz.

A. Allen, York, letter 5 oz.

J. Lewis, Havre, letter 1 oz.

T. & H. Thompson, Exeter, letter 2 oz.

E. Mason & Co., Warrington, letter 4 oz.

B. Abrahams, Birmingham, letter 6 oz.

500 Circulars (various persons)

J. Neill & Co., Huddersfield, parcel 7 lbs. (Debit Customer.)

(Time of posting, 1 p.m.)

H. Cole, Darlington, letter 1 oz.

E. Clark, Exmouth, letter 3 oz.

W. Collins, Aldborough, letter 5 oz.

F. Collinson, London, letter 2 oz. Registered.

J. Oakfield, Boston (U.S.A.), letter $\frac{1}{2}$ oz.

T. Brown & Son, Cape Town, letter 1 oz.

J. Arnold, Preston, parcel 6 lbs. (Debit Customer.)

(Time of posting, 6 p.m.)

(Name of Post Clerk, John Jones)

LESSON XXII.

(Home Work.)

Centring and Displaying Titles or Headings.

Titles and headings always require a certain amount of "display," and, by exercising a little ingenuity, very effective results may be obtained.

The three chief methods in vogue are produced as follows:—

1. Count the number of letters and word-spaces in the heading, allowing two spaces between each word; subtract *half this number* from the centre of the scale and the remainder will be the number at which to commence typing; type the heading in capitals, spacing *twice* between each word.

2. Count the number of letters and word-spaces in the heading, allowing one space between the letters and three between the words; subtract *half this number* from the centre of the scale to ascertain the number at which to commence typing; type the heading in capitals, spacing *once* between each letter, and *three* times between each word.

3. Count the number of letters and word-spaces, allowing two between the letters and four between the words; subtract half this number from the centre of the scale; type the heading in capitals, spacing *twice* between each letter, and *four* times between each word.

The length of the title and the width of the paper will determine which style to adopt.

Leave a wider line-space after the heading than that employed between the lines in the text of the work; thus, if double line-spacing be employed in the text of the work, employ not less than three after the heading.

If there is a heading and a sub-heading, separate the heading from the sub-heading by a greater space than the sub-heading from the text of the matter, setting out the heading, say in spaced capitals, and the sub-heading either in capitals not spaced or small letters spaced. In the latter case, employ a capital for the first letter of important words. Almost all headings are improved by introducing single or double lines with the underscorer.

NOTE.—The lines in Exercises 43 and 44 should be carefully counted at home, so as to avoid loss of time in Class.

EXERCISE 43

(Class Work.)

Display the following Title Pages on quarto paper:

LONGMANS'

ADVANCED BOOK-KEEPING

by

ALFRED NIXON, F.C.A., F.N.A.A.

Principal of the Central Commercial School,
 Bedford, Massachusetts

Examiner in Book-keeping, Commercial Training Course, Technical High School,
 Lecturer in Book-keeping and Commercial Training in the
 Teachers' Institute, Bedford and in the Normal
 School of the Massachusetts Board of Education
 is the Author of the Text-Book in the
 Technical Training Course

LONDON

Longmans, Green & Co.
 15, NEW YORK 15 EAST 57th STREET
 1912

THE TYPISTS' ELEMENTARY MANUAL.

A Text-Book adapted for Students attending the Classes of the
Education Committees.

APPLICABLE TO ANY MAKE OF TYPEWRITER.

By

E. Collins,

Author of

"THE TYPISTS' MANUAL,"

and

"THE TYPISTS' ADVANCED MANUAL, &c."

Lecturer in Shorthand and Typewriting to the Education Committees' Classes, and late Head Teacher of Typewriting at the Camack Institute, London, and to the Manchester School Board; also Examiner to various Institutions, and formerly Member of the Board of Examiners, Typists' Section of the Incorporated Phonographic Society, London.

John Heywood Ltd.,

Deansgate and Ridgefield, Manchester;
20, 22, St. Bride Street, London, E.C. 4.

EXERCISE 44.

Type the following Prospectus Sheet on foolscap paper and display it so as to fill the entire sheet :—

THE ANGLO-AMERICAN VELVET COMPANY, LIMITED.

Formed under the Companies Acts, 1862 to 1887, whereby the liability of the shareholder is limited to the nominal value of the Shares taken up by him

Capital £100,000 in 10,000 Shares of £10 each.

First issue of £20,000 in 2,000 Shares of £10 each.

Two Pounds to be paid on application, Two Pounds on allotment, Two Pounds Ten Shillings in one month, and Two Pounds Ten Shillings in two months after allotment, and the Balance as and when required.

DIRECTORS.

FRANK CLAYTON, Esq., M.P., Leicester Sq, London, W.C.
 JOHN EDWARD STEVENS Esq. JP Gower St, London, W.C.
 " " " " " " " " Cannon St, London, E.C.
 " " " " " " " " Queen's Chambers, Lincoln's
 Inn Fields, London, W.C.

THOMAS ATKINSON, Esq, 30 Chancery Lane, London, W.C.
 J. M. SYKES, Esq, 15 Charing Cross, London, S.W.

BANKERS

The NATIONAL CONSOLIDATED BANK, Threadneedle Street, London, E.C.

SOLICITORS.

Messrs. ROBINSON & SON, Lincoln's Inn, London, E.C.

AUDITORS.

Messrs. JAMES COLLIER & CO, 22 Fleet St., London, E.C.

SECRETARY.

Mr. AUGUSTUS SMITH, 130 Strand, London, W.C.

THE ANGLO-AMERICAN
VELVET COMPANY, LTD.

Issue of 2,000 Shares
of £10 each.

PROSPECTUS.

Registered Offices:

130 Strand, London, W.C.2.

Sold in four and endorse in second section from left hand.

Display the following advertisement on quarto paper —

THE INDIAN COMPANY'S TEAS

Why is it

THAT THE INDIAN COMPANY'S TEAS HAVE BEEN

DRUNK by

ALL CLASSES DURING THE LAST 30 YEARS :

THE ANSWER IS OBVIOUS.

BECAUSE THEY HAVE BEEN PROVED TO BE THE

VERY BEST POSSIBLE TEAS.

at

Popular Prices

Delivered direct from importer to consumer, carriage paid, to
any address at

1/-, 1/6, 2/-, 2/6, 3/-, 3/6, & 4/- per lb.

NOTE THE ADDRESS AND SEND FOR TRIAL ORDER TO

THE INDIAN TEA COMPANY,

20 Piccadilly Circus,

LONDON, W.1

THE ANGLO-AMERICAN
VELVET COMPANY, LTD.

Issue of 2,000 Shares
of £10 each.

PROSPECTUS.

Registered Offices:

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20 Piccadilly Circus,

LONDON, W 1

LESSON XXIII.

(Home Work.)

Manifolding.

You have seen in Exercise 19 that by using a semi*-carbon copies may be taken at one operation, and in a similar manner several copies may be taken at once, the number depending on the texture of the paper.

Directions:—Place the sheets of semi-carbons *alternately* between the sheets of paper, taking care that they all face the same way and that the first and last sheets are paper.

Raise the paper guide rolls, unless they adjust themselves automatically, and insert the set of sheets in the typewriter, with the *face* of the carbon towards the cylinder.

If more than three or four copies are required, either repeat the above process several times, or employ very thin paper and *full*† carbons. The full carbons, being carbonized on *both* sides, give two copies—one from the back and one from the front—and the impression which is thus obtained on the back of the paper shows through and deepens the impression on the front, hence it is possible to obtain a greater number of copies from the back of the sheet is marred by the impression.

Should a mistake occur before the sheets have been removed from the typewriter, turn up several line spaces, bring the top copies and the carbons forward; erase the offending word in the bottom copy, place the carbon back in position, hold a card or something firm at the back of the next copy for the paper to rest upon while the erasure is being effected, and so on with each remaining copy. Never adopt the plan of slipping at of paper beneath the carbons while erasing, as although it avoids smearing, it ruins the carbons‡ by rubbing off the carbonized surface.

If a mistake is discovered *after* the sheets have been removed from the typewriter, insert the correction in the top copy the usual way, and for the carbon copies, place a narrow

* Semi-carbon is carbonized on *one* side of the sheet.

† Full carbon is carbonized on *both* sides of the sheet.

‡ The life of a carbon will be considerably lengthened if it is reversed frequently.

of carbon on the ribbon or slip it behind the cylinder scale, so as to prevent the corrections from being noticeable.

It occasionally happens that, say, two copies of a given document are required, with one name figuring several times in one copy, and another name in the other, for example, the name *Smith* in the top copy, and *Jones* in the carbon copy. In duplicating such a document, slip a narrow strip of paper just under the cylinder scale, whenever the interchangeable words occur, and type the name *Jones*, then remove the strip of paper and slip it between the carbon and the carbon copy (over the name *Jones*) and type the name *Smith* in the top copy. This method is only recommended when the names or words which are to be typed interchangeably are the same or nearly the same length.

EXERCISE 45.

(Class Work.)

Specifications.

Type three copies of the following specification, employing carbons for the duplicates. Commence the word "Specification" at 16 and type it in *spaced capitals*, with two spaces after it. Indent the following lines to 20. Type the name of the Architect at 30, and indent each line of the address five spaces from the preceding line. Type the date at 16 and center the

[illegible]

margin release for marginal notes. Sub-headings, such as "Excavator," "Bricksetter," &c., should be centred between 16 and 70, or 16 and 72.

Employ double line-spacing, treble between the paragraphs, and four between the main parts, or if preferred, single, double, and treble.

* If the marginal notes are typed at 0 and the specification is to be bound at the side, instead of the top left-hand corner the paper must be inserted in the machine well under the left paper guide so as to allow space for binding. In such case adjust the right margin in order that the typing may not run too close to the right-hand edge of the paper.

SPECIFICATION of work to be done and materials to be used in the erections and completion of a pair of Semi-detached Villa Residences on Land situate on the Wimborne Estate, Wimborne, for Robert Warde, Esq., according to drawings provided herewith by

W. ASHWORTH & SONS,

Architects and Surveyors,

Wimborne.

January, 1918.

Conditions of Contract.

MATERIALS The Contractor to provide at his own cost all
AND necessary labour, workmanship, scaffolding, tools,
LABOUR, &c. : tackle, cartage, &c., and all such materials as may be requisite for the execution and completion of the several works.

The materials and labour to be of the best character, and subject to the approval of the Architect, whose approval or rejection of the same shall be absolute, and if any defects in either be not rectified, he, the Architect, shall be at liberty to employ whomsoever he may please to remove and rectify such defective materials and workmanship, and deduct the cost thereof from the amount of the Contract.

DRAWINGS, &c. : The works are to be carried out in accordance with the drawings Nos. 1 to 6 inclusive, which are signed by the Contractor. The original drawings or such duplicates thereof as shall be supplied, together with the Specification, are required to be kept at all times during working hours at the Building, until the completion thereof, when they are to be returned.

- TIME ALLOWED** The works are to be commenced immediately after the Contract has been signed, and are to be carried on with all possible and reasonable despatch, so that the roofs may be completely covered in on or before the day of 191, subject to a penalty of Five Pounds per week for every week after the aforesaid date that the works shall remain incomplete, such penalty to be deducted from the amount of Contract as liquidated damages, except and providing it shall be certified by the Architect, that all due and reasonable exertion had been made by the Contractor, and excepting also delays occasioned by trade strikes or frost.
- PAYMENTS** The payments to be made by instalments of not less than One Hundred Pounds each time (except the same may be a balance of accounts) upon and according to the certificate of the Architect. The instalments to be in the proportion of three-fourths of the value of the works executed, as nearly as can be conveniently ascertained, and the balance to be paid as soon after the completion of the works as the accounts may be made up.
- RESPONSIBILITIES** The several works are to be delivered up at the completion thereof in a clean and perfect state in every respect. The Contractor is to have the exclusive charge of the works during their progress, and to make good any injury or loss that may happen to the premises through the weather, fire, water, mischievous persons, or any other cause until the buildings be delivered up to the Proprietor.

Excavator.

- *EXCAVATIONS** Carefully take up the surface soil and convey where directed, and excavate the ground to the several depths required for a good foundation for the walls, drains, &c., and when the latter have been examined, fill in, and well ram round all footings, &c.

* This word should be typed on one line and not divided as in print.

DRAINS : Provide and lay glazed stoneware circular socketted drains of best manufacture and of the sizes and in the proportion shown on the drawings, to be laid to good and uniform falls with necessary bends, junctions, diminishing pieces, gully traps and grids, and grid to ashpit, all carefully and effectually bedded and jointed in well-puddled clay on a solid bed. The whole of the drains are to be left uncovered until they have been examined and passed by the Architect, after which the trenches must be properly filled in and well rammed, the traps, &c., cleaned out, and the whole of the drainage to be delivered up in a clean and sound condition at the completion of the works.

WATER : Drain away all water that may accumulate during the progress of the works.

SEWER : Tunnel under surface and connect with sewer in Road, and pay all fees, charges, &c., connected therewith.

Bricksetter.

BRICKS : The bricks throughout are to be sound, hard, square, and well turned, free from limestones and all other defects.

(Incomplete.)

Now take a sheet of foolscap and fold it in four, according to the dotted lines on the next page, and type the endorsement in the second section from the *left* hand. If a brief machine is available type the three copies by interleaving with carbons, if not type each one separately. Place one at the back of each copy of the specification, with the endorsement nearest the top, fasten the sheets together at the top left hand corner, and finally fold in four crosswise, when the section bearing the endorsement will be uppermost.

As there are three styles of displaying these sheets we give an alternative method on page 161, and yet another on page 162.

SPECIFICATION of a
Pair of Semi detached
Villa Residences for
Robert Warde, Esq

January, 1918.

W Ashworth & Sons,
Architects & Surveyors,
Wimborne.

EXERCISE 16. .

Type two copies of the following engineer's specification, employing a carbon for the duplicate. Display it similarly to the previous specification, with the exception of the heading, the lines of which must be centred between 16 and 70, or 16 and 72. The marginal notes may either be typed at 0, or centred between 0 and 16.

Established 1830.

HENRY BLACKLOCK & COMPANY,
THE EMPIRE WORKS,
SHEFFIELD.

SPECIFICATION

OF

THE EMPIRE SURFACE CONDENSER

MOUNTED ON

COMBINED AIR AND CIRCULATING PUMPS.

SHELL : The condenser is of the Admiralty type, rectangular in design; the shell being of hard close-grained carefully selected cast iron, having machined flanges. It is provided with the necessary openings for exhaust steam inlet and condensed water outlet.

TUBE PLATES: The tube plates are of brass, being provided with tube holes screwed to take the ferrules that secure tubes in position. The plates are carefully fitted to the shell

TUBES . The tubes are of best quality seamless drawn brass. They are tinned inside and outside. Each tube is carefully tested under hydraulic pressure before leaving our works

Tubes are secured in position by brass ferrules and packed with corset lace packing.

Ferrules are arranged so that it is impossible for the tubes to creep

WATER BOX COVERS : These are of hard close-grained cast iron with machined flanges. A flat cover is provided on the water-box end, the other end of the shell being fitted with a deep cover, thus allowing ample space for the circulation of the water.

OPENINGS The necessary openings of size and position to suit requirements would be placed on the condenser shell for the exhaust steam. Circulating discharge opening can be placed either on top or on the side of the water box so as to suit pipe work connections

STEAM CYLINDER : This is of hard close-grained cast iron, as hard as can be machined. It is fitted with our improved form of valve motion. The valve motion is of the outside type, and can be adjusted so as to run a full length of stroke under any conditions of speed. Cushion valves are provided so as to take up any knock in the steam cylinder.

PUMP ENDS . Both air and circulating pump ends are of high grade cast iron, cylinders are brass lined, pistons are of brass, packed with our improved fibrous packing, which, as wear takes place, can be set out so as at all times to give a perfect fit. The piston rods, valve seats, and bolts are of brass, the valve

SPECIFICATION
of the
EMPIRE SURFACE CONDENSER.

Henry Blacklock & Company,
The Empire Works,
Sheffield

SPECIFICATION
of
THE EMPIRE SURFACE CONDENSER.

Henry Blacklock & Co.,
The Empire Works,
Sheffield.

NOTE.—All these lines should be ruled in red ink.

LESSON XXIV.

(Home Work)

Bills of Quantities, Estimates, &c.

A Bill of Quantities is usually displayed upon foolscap or draft paper, the size depending upon the nature of the work. A black record ribbon or pad should be employed, as it contrasts with the red ruling better than any other colour, and also is less liable to smear. A number of copies are generally required, and these may be taken by means of semi-carbons, the copies being sent to various builders in order that they may estimate the cost, and send in their tenders to the architect.

As a rule the Bill commences by setting forth the nature of the proposed building or contract, followed by a preliminary notice respecting the tenders. A tabulated statement is given next of the work to be executed and the materials to be used in the various trades, arranged under such sub-headings as *Excavator, Bricklayer, Tiler, Mason, Carpenter, Joiner, Ironmonger, Plasterer, Plumber, Smith and Founder, Glazier, Painter*, and finally a *Summary*.

The columns under these sub-headings are divided into three distinct divisions.—

(1) Measurement or weight (falling generally under the sub-heading *Quantities*) and, in the case of measurements, a description as to whether they are cube, superficial or lineal.

(2) Items falling under the sub-heading *Description of Work*

(3) Rate and £ s. d

With a scale of 72 degrees to the line, arrange the columns thus.—

The word *Quantities* at 2, the words *Description of Work* at 26, the word *Rate* at 56, and the £ s. d at 64, 67 and 70 respectively

Under the word *Quantities* type the sub-heading Yds ft and in., commencing at 0 and tapping the space-bar twice between each.

In typing the various columns, see that the yards, feet and inches fall under their respective headings, that the description of the measurement such as cube begins at 16, and that the item column commences at 21 and runs up to about 54, continued lines being indented to 23 at single line spacing.

Quantities.			Description of Work.	Rate.	Amount.		
Yds.	ft.	in.			£	s.	d.
			Allow for Insurance to amount of Tender, Policy to be deposited with the Architect				
			Allow for supplying water for all the works, including fees and tem- porary plumbing				
			Allow for giving notices to Local Authorities, and pay all fees				
			Allow for Workmen's Compensation Act				
			Carry to Summary, page	1			
EXCAVATOR							
			All excavations to trenches to include plankings, strutting and bailing, &c. necessary				
33	0	0	Cube Excavate trenches for foundations, part fill in and ram, remainder spread over site				
42	0	0	Cube Fill in under floors with approved hard dry materials				
32	0	0	Lin 6" salt glazed stoneware socket jointed pipes laid to falls, joints made in Portland cement, and allow for excavating averages 3' 6" deep, fill in and ram, remainder spread over site				
85	0		Lin 4" Do do do, 3' 0" deep and do.				
		No 4	4" slow bends				
		No 2	Do. elbows				
		No. 1	Do. syphon trap				
		No 1	4" to 6" junction				
		No 1	6" slow bend				
		No. 1	6" Weaver disconnecting trap				
		No 1	Fresh air inlet with 4" pipes, (6' 0") up to surface of ground, and finished with C I grating complete				
		No 1	Allow the P C sum of £5 for exten- sion of sewer to boundary and con- nection complete				
Carried forward				2			

THE TYPISTS' MANUAL.

Quantities.		Description of Work.	Rate.	Amount		
ft.	in.			£	s.	d.
No. 2		Brought forward				
		6" salt glazed gullies with strong C.I. dished grids and blue brick in cement channels 18" long				
No. 1		Excavate for and construct Inspection Chamber, size 3' 0" x 3' 0" x 4' 6" inside sizes, with 9" brickwork, form bottom with cement concrete flanchied back and floated in cement; corbel over and provide and set in position C.I. air tight cover and frame 24" x 24", P.C. 12/6				
		Carry to Summary, page ...				
		The various trades would follow here.				
		SUMMARY.				
		Preliminary and General				
		Excavator				
		Bricklayer				
		Tiler				
		Mason				
		Carpenter and Joiner				
		Ironmonger				
		Plasterer				
		Plumber				
		Smith and Founder				
		Glazier				
		Painter				
		Add Surveyor's charges for the preparation of quantities, per cent on the above amount.....				
		Add for cost of lithography and expenses				
		Carry to form of tender.....				

LESSON XXV.

*(Home Work.)***The Tabulator.**

The Tabulator, as its name implies, is specially designed for typing matter which lends itself to columnar arrangement.

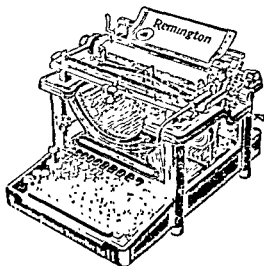


PLATE 32.

NO. 11 REMINGTON —SHOWING FRONT VIEW OF TABULATOR.

It consists of two main parts.—

(a) The Tabulator Rack (Plate 33, 52783), on which are fixed a number of adjustable stops (Plate 33, 53650)

(b) The actuating mechanism, composed of a series of ten finger keys (Plates 32 and 33, 53510 and 53520) and their connecting levers and plungers (Plate 33, 51500, 52010 and 53960). In addition to these two main parts, there is a Scale placed directly behind the Tabulator Keys (Plate 32) to indicate the numerical value of each of the ten keys.

Count the *longest* word in each column and ascertain at what number of the scale the columns must *begin*, allowing uniform spacing between each, so that the work as a whole may present a symmetrical appearance.

Set the *margin* for the *first* column, and pass the carriage along until the point where the second column is to begin is in the centre of the cut-out, then depress the *Tab Stop Set* (Plate 33, 53610), which will force out the stop on the rack, corresponding to this position in the "cut-out," and cause it to project beyond the uniform edge of the other stops. Then pass the carriage along and follow the same procedure with regard to the third column. Having done this run the paper into the typewriter, draw the carriage back to the given margin; type the required word, depress the units key, type the word in column number two, again depress the units key; type the word in column number three, return the carriage for the second line, and repeat the process until the tabulation is completed.

NOTE.—This rule holds good for all tabular work in which the columns *begin* at a uniform number.

Now with regard to columns of figures.

The first step is to ascertain at what numbers the *units* in each column must fall, as the stops are set for the units.*

Let us suppose that we desire to type the following table:—

62,561	294,737	651,475	320,108	517,922
957	732	234	6,836	9
8,657	18,077	4	622	50,689
41	2,527	10,213	7,117	559
653	18,976	33	4	1,565
161,415	1,050	26,690	40,794	4,291
10,321	19	9,688	1,312	4,836
308,770	407,142	859,534	614,789	914,793

If we count the *longest* line of figures, we find that it equals 35 spaces so that we can afford to allow a margin of 10 on the left and 5 on the right hand side of the paper. $35 + 10 + 5 = 50$ spaces. $70 - 50 = 20$, which represents the number of spaces available for division between the columns. $20 \div 4 = 5$ clear

* In order that the student may see at a glance for which figures the stops are to be set, the units in the first line in the above and following tables are printed in heavy type.

spaces between each column. Therefore, the stops must be set as above described at 16 for the units of the first column; at 28 for the units of the second column; at 40 for the units of the third column; at 52 for the units of the fourth column; and at 64 for the units of the fifth column.

Having set the stops, insert the paper; draw the carriage back to "O"; depress the key, the numerical value of which corresponds with the denomination to be typed; type the figures; again depress the required key; type the figures, and so on to the end of the line; then change the line and repeat the operation until the columns are completed.

To clear the Rack for a different setting of the stops run the carriage to the extreme right or left; press firmly the finger piece (Plate 33, 52820), which will force out the cam (Plate 33, 52601) and, while still keeping the finger piece pressed firmly in, pass the carriage along the length of the line by means of the carriage release key.

(To be continued in next Lesson.)

EXERCISE 49.

(Class Work.)

Set out the following words in three columns, employing the tabulator, if available. Type the first column at five, the second in the centre of the page, and the third so that the end of the longest word in it falls over the 70th degree of the scale.

LIST OF WORDS FREQUENTLY MISSPELT.

abhorrent	fuchsia	referred
abridgment	gauge	reference
accede	grammar	recommend
accessory	grandeur	religious
accidental	harassed	sacrilegious
accommodation	height	seize
acknowledgment	homeopathy	separate
anonymous	indictment	speciality
argument	intelligent	succeed
available	intrigue	supersede
awful	inveigle	symmetry

awkward	judgment	tenable
balloon	journeys	transfer
believe	league	transferring
bereave	leisure	transference
cancelling	miscellaneous	transformable
cavilling	naphtha	truly
ceiling	necessary	unique
character	necessarily	unparalleled
chrysalis	neighbour	utilize
crystal	niece	valleys
college	noticeable	vermillion
committee	obedience	veto (pl. vetoes)
complete	obediently	village
concede	parcel	villain
conscientious	parallel	walnut
couple	peddler*	walnutting
courageous	peremptory	warholmes
cylinder	potato (pl. potatoes)	websites
diligent	precede	whisky
diphtheria	privilege	wholly
duly	proceed	wild
dulness	procedure	wild
eighth	quarrel	write
embarrassment	quarrelling	write
exchequer	recede	

EXERCISE 55

Type the following on quarto paper. Use extra lining-paper, with a double turn between the paragraphs. In writing the lines with the undercoiler, turn a single turn before and a double after.

Employ the tabulator if available and set the scale for the unit of each column. If typed without the aid of a tabulator commence the column *Where Impaired* at the first figure of the scale, 1912 at the 50th degree, and space six times between each of the following years. Type the first row at the 50th degree, and space six times between each of the following rows.

Allow no margin, and commence the first column of figures at the 19th degree, and space four times between each of the following columns.

Receipts of Coffee in Hamburg.

The Hamburg market has, on the whole, maintained its high position, though circumstances have occurred to weaken it. The pecuniary results have not been satisfactory, and many merchants have suffered. Considering that about 200,000,000 lbs. of coffee fell some 30 per cent. in price, for example, for ordinary Rio the value fell from 57pf in January to 43pf. in December, even a person not interested in the article will see that no great profit is possible.

The following are the receipts for five years from the principal centres of growth:—

Whence Imported.	1912	1913.	1914.	1915.	1916.
	cwts.	cwts.	cwts.	cwts.	cwts.
Santos	433,051	463,561	397,619	373,010	467,498
Rio Janeiro .	422,224	314,946	385,809	483,245	598,397
St. Domingo .	110,231	80,705	81,089	86,610	48,226
Curaçoa	180,110	214,557	191,920	211,604	191,920
Costa Rica	80,705	93,499	133,852	125,979	124,010
Other Countries .	427,145	402,540	465,545	446,828	472,419
	1,653,466	1,569,808	1,656,434	1,727,276	1,902,470

The colour and leaves of the new crop from Santos were in every way unobjectionable, but a good many hard coffees occurred, and for this reason the fine tasting qualities of 1914-16 were much sought after. Complaints were made as to the indifferent sorting of the pearl beans on the other side, which had, therefore, to be repeated here.

Rio was generally satisfactory. Losses were sustained through the necessity of realising stocks of washed coffee, owing to the bad influence of the weather. A decline of about 30 per cent took place in the arrivals from Bahia, which were generally of a low quality, and required cleaning before being submitted to the market.

The quality of Curaçoa was on the average better than in former years; the washed coffee was distinguished for its fine beans.

LESSON XVI.

'Home Work'

THE TABULATOR—Continued

In tabulating columns of figures containing whole numbers and decimals, the stops must be set to the *Right* for the *unit* of the whole number, and exactly the same procedure followed as in the tabulation of whole numbers, except that the space-bar must be depressed after the unit key when typing decimals which are not preceded by a whole number.

For example, in the following table ascertain at what numbers the unit of the whole number will fall in each column, set the stops to correspond, insert the paper, draw the carriage back to "0"; depress the required key; type the figures, and so on throughout the entire tabulation:—

258	133	717.41	1,339.4	21,245.6
12.2	32.67	61.797	8,238.697	.768
6.993	63.2	527.6	.61	.346
4.91	40.91	436.34	5,171.9	1,996.8
3.7	153.6	324.9	1.109	29,810.765

NOTE.—Never depress the space-bar *after* figures when using the tabulator, as the depression of the tabulator keys effects the spacing. If it is necessary to skip a column and pass to the next, depress the tabulator key twice instead of once, and if two columns have to be skipped, depress it three times.

In tabulating pounds, shillings and pence, ascertain at what numbers the units of the pence will fall, set the stops accordingly and depress the tabulator key which corresponds with the denomination under pounds, shillings, or pence, using the lower reading of the scale.

For example, in the following table the stops would be set for the units of the pence and the required key would then be depressed, first to insert the headings "*£ s. d.*" by depressing the *tens of pounds* for the "*£*," the *units of shillings* for the "*s.*" and the *units of pence* for the "*d.*" and similarly for the figures tabulated under these headings.

£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.
376	0	6	255	2	9	74	6	10	31	8	11
27	6	2	271	3	10	180	14	4	19	5	4
3	15	11	384	14	7	259	11	7	19	5	4
997	0	7	3	16	1	87	18	9	250	12	7
8	10	0	27	1	9	31	12	6	11	16	1

THE TYPISTS' MANUAL.

is desired to type a higher number than four figures pounds, set *three* stops, namely, one for the *unit* of the *pence*, one for the *unit* of the *shillings*, and one for the *unit* of the *tens* in the pounds, shillings, and pence; *2nd* key for the *units* in the pounds, shillings, and pence; *3rd* key for the *tens* in the pounds, shillings, and pence; *5th* key for *units* or *tens* hundreds in the pounds, and *1st* or *2nd* for *thousands* in the shillings and pence; *5th* key for *units* or *tens* in the shillings and pence; and so on throughout the entire tabulation.

To summarise, we have four main rules:—

- (1) *For columns which begin at the same number, such as word columns, set the stops for the beginning of each column, and depress the units key.*
- (2) *For whole numbers, set the stops for the units of the whole numbers, and depress the key which corresponds with the required denomination*
- (3) *For whole numbers and decimals, set the stops for the units of the whole number, and depress the key which corresponds with the pounds with the required denomination in the whole number, or if the decimal is not preceded by a whole number, depress the units key and space once.*
- (4) *For pounds, shillings and pence, which do not run into more than four figures in the pounds, set one stop for the units of the pence, and depress the key which corresponds with the required amount, as denoted by lower reading of the scale.*
- (5) *For pounds, shillings, and pence in which the pounds run into more than four figures, set three stops and use the upper reading of the scale.*

The above rules describe the method of procedure on a No. 1 Remington, but they hold good for all typewriters as far, first as the counting of the columns is concerned, and second, the setting of the stops for the *uniform* edge of the columns, only difference being that the stops are adjustable by hand, not with a Tab Stop Set Key, and that there are generally classes of stops which can be used on one, two, three, or sides in conjunction with a reversible rack, thus enabling many as four styles of work to be set up at one and the same time.

In addition to the above uses, the tabulator may be employed in a variety of minor ways, but it is needless to enu-

them, as practice will speedily enable an intelligent operator to appreciate to the full this ingenious device.

If a tabulator is not available for work of the above description, adopt the same method of counting out the columns

the table is completed.

The same rule holds good for columns of £ s. d. if in addition to depressing the space-bar between the various columns, it is tapped twice between the £ and shillings if there is a unit in the shillings, and once if there are tens, and similarly with regard to the spaces between the shillings and pence.

EXERCISE 51

(Class Work)

Display the following table* on quarto paper, utilising 70 degrees of the scale.

Use the tabulator if possible, setting the stops for the *units* of the whole numbers.

Tap the full stop very lightly, so that it may not perforate the paper.

On completion, check the figures carefully and rule the table in *red ink*.

The number of 2,421,000 has been sub-divided into classes of insured trades as follows:—

Class of Insured Trade	Total in Insured Trades	Building Group	Engineering Group
Building Trade ...	1,248,000	1,248,000	-
Engineers and Ironfounders	777,000	—	777,000
Shipbuilders ..	137,000	—	137,000
Mill-sawyers .	43,000	23,000	20,000
Coachbuilders	116,000	—	116,000
General Labourers	100,000	50,000	50,000
Total in Insured Trades	2,421,000	1,321,000	1,100,000

EXERCISE 52.

Type the following Book-keeping Transactions on foolscap paper with 5 margin and double line-spacing.

If with a tabulator, set the stops for the *ditto*, for the *unit of the date*, for the *body of the work*, and for the *unit of the pence*.

In any case, whether typed with a tabulator or not, display it as follows :—

Month.	Day of Month.	Text.	£	s.	d.
" 5 "	" 11 "	" 15 "	" 64	67	70 "

Be careful not to puncture the paper with the leaders, and extend them to within four or five spaces of the £ s. d.

Book-keeping Transactions.

			£	s.	d.
July	1	Received of D. Drummond on account	410	0	0
"	3	Paid acceptance No. 60, due this day	630	0	0
"	4	Received of E. Edmond	400	0	0
		Allowed off account in settlement.....	12	9	9
"	5	Purchased of S. Smeaton new steam engine fixed complete, half cash, half bill @ 2 months	280	0	0
		Sold D. Drummond paper as per invoice	94	18	0
"	7	Paid wages for fortnight.....	113	5	9
"	7	Shipped on consignment to T. Wren, Rouen, 1,200 reams special writing	96	5	0
"	7	Paid freight and insurance thereon	4	17	6
"	8	Paid rates and taxes	12	4	8
		Received of D. Drummond his acceptance @ 3 months	245	8	0
"	10	Received payment of bill No. 127	201	9	6
		Received of C. Caustic cash	285	0	0
		Discount allowed him	6	16	6
"	11	Paid Cook & Co. account chemicals £175 less 2½ per cent	170	12	6
"	12	Paid Cash. petty expenses	6	1	2
		Sold C. Caustic 15 tons printing @ £10	600	0	0
		Received cheque on account	315	0	0
		Paid G. Burford	470	0	0
		Discount allowed off account	12	9	7

* The *ditto* may be typed with the quotation mark.

		£	s.	d.
July 13	Sold to E. Edmond 21 tons printing @ £40	840	0	0
" 14	Received from T. Wren, Rouen, account sales £54 1 0			
	Less commission and charges 8 2 8			
			45	18 4
	And draft at 7 days' sight	200	0	
	Bought of G. Barford 100 tons esparto, for 3 months' bill	500	0	0
" 15	Bought of Cook & Co. chemicals, as per invoice	104	9	0
	Accepted their draft @ 2 months	233	16	6
" 17	Paid carriage of chemicals	2	1	8
	Accepted composition of 15s. in the £ on debt due by B. Beauchamp	27	0	0
	Paid for office stationery	1	15	4
" 18	Sold F. Fortescue 100 reams special imperial @ 15s. for acceptance @ 2 months net	75	0	0
" 20	Paid for cleansing water sluice, materials and labour	3	15	0
	Received of F. Fortescue cheque	300	0	0
" 21	Received payment of acceptance No. 125	144	0	0
	Paid wages for fortnight	115	10	0
" 22	Paid acceptance No. 61, due this day	413	15	0
	Paid for horse provender	8	10	6
" 24	Wrote off value of a horse killed	37	10	0
	Bought for cash bay horse, rising five years	55	0	0
" 26	Drew out for private use	150	0	0
	Paid gas account	17	2	8
" 27	Sold T. Drummond 8 tons printing @ £39 for prompt cash, less 5 per cent, and received his cheque value	299	16	0
	Received of T. Wren, Rouen, account sales closing consignment, with sight draft, for net proceeds	76	18	2
" 28	Paid coals and water for month	181	15	0
	Paid salaries	20	0	0
	Paid postages and sundry office expenses	3	1	6
" 31	Depreciation of plant and machinery	15	10	0
	Value of stock on hand at cost	2,415	16	4
	Amount of wages earned to date	43	7	6

LESSON XXVII.

(Home Work.)

Spelling.

The English language is noted for its irregular orthography and consequently very few general rules can be laid down, for the simple reason that no sooner is a rule found than it is upset by numerous exceptions. In fact, it is a question whether there is a single spelling rule which is free from exceptions.

As English spelling is by sight and not sound, it can best be learnt by sight, that is, by observation when reading. Typists, who are not good spellers, should study any standard work, either by reading it carefully, or, better still, by copying from it. They should never pass words the spelling of which they are in the least doubt about, but should make a note of them and refer to the notes, from time to time, until they are thoroughly conversant with the correct spelling. They should avoid, as far as possible, reading manuscript containing errors in spelling, as it confuses the eye and consequently the mind.

It is the custom at some examinations to give badly spelt letters to be corrected and typed. In doing so the typist should avoid looking at the mis-spellings, and merely take in the sense of the letter.

Rules to be memorized :—

Rule 1.

1. Words ending in "e" retain the "e" when a suffix beginning with a consonant is added, as *sincere*, *sincerely*; *care*, *careful*; *state*, *statement*.

Exceptions :—Abridgment, acknowledgment, adjudgment, argument, judgment, lodgment, awful, woful, duly, truly, wholly.

2. Words ending in "e" drop the "e" when a suffix beginning with a vowel is added, as *love*, *loving*, *lovable*; *sense*, *sensible*; *slave*, *slavish*; *arrive*, *arrival*; *guide*, *guidance*.

Exceptions —(a) "e" if preceded by "c" or "g" soft must (for the sake of euphony) be retained before the terminations *able*, and *ous*, as *change*, *changeable*; *peace*, *peaceable*; *courage*, *courageous*; *outrage*, *outrageous*.

(b) The "e" is retained in the two words *dying* and *singing* to distinguish them from the present participles of *die* and *sing*; also in *shoeing*, *hoing*, and *tinging*.

3. Words ending in "ie" drop the "e" before *ing* and change the "i" into "y," as *die*, *dying*, *lie*, *lying*, *rie*, *rying*.

4. Words ending in "ee" retain both "ee's" before a suffix, as *see*, *seeing*.

RULE 2.

1. A final "y" preceded by a consonant is changed into "i" when any suffix is added, with the exception of *ing*, *ish*, or *ist*, as *busy*, *busily*, *business*, *cry*, *cried*; *envy*, *envious*; *holy*, *holiest*; *rely*, *reliable*.

Exceptions:—*Dryly*, *dryness* (from *dry*), *slyly*, *slyness* (from *sly*); *shyly*, *shyness* (from *shy*).

With the suffixes *ing*, *ish*, or *ist*, the "y" is preserved, as *puty*, *putying*; *baby*, *babyish*, *copy*, *copyist*.

2. A final "y" preceded by a vowel is not changed into "i" when an addition is made, as *betray*, *betrayal*, *buy*, *buyer*.

Exceptions:—*Laid*, *paid*, *unpaid*, *said*, *unsaid*.

(To be continued in next Lesson)

EXERCISE 53.

(Class Work)

(a) Type the following on foolscap paper, 5 margin, double line-spacing, with four turns after the heading and between the various sections, and three after the sub-headings.

Display the heading in spaced capitals and the chief sub-headings in capitals.

Do not forget the instruction given in the previous Exercises as to puncturing the paper with the leaders.

Use the tabulator if possible.

Receipts and Exports.

RECEIPTS AT AMERICAN PORTS.

	This week.	Last week.	Same week.	
	Bales.	Bales.	1912-3. Bales.	1911-2. Bales.
Thursday, Gulf.....	17,600	17,300	13,000	6,000
„ Atlantic..	11,400	20,700	8,000	4,000
Total.....	29,000	38,000	21,000	10,000
Total 6 days... ..	174,000	172,000	133,000	62,000
Total this Season...	5,921,000	5,662,000	4,739,000	3,926,000

EXPORTS TO GREAT BRITAIN.

Thursday	49,000	19,000	13,000	14,000
Total 6 days.....	132,000	119,000	46,000	26,000
Total this Season...	2,235,000	2,095,000	1,917,000	1,492,000

EXPORTS TO THE CONTINENT.

Thursday	12,000	38,000	14,000	13,000
Total 6 days.....	85,000	114,000	67,000	33,000
Total this Season...	2,144,000	2,040,000	1,493,000	1,186,000

RECEIPTS AT FOUR INTERIOR TOWNS.

Thursday... ..	11,000	10,000	4,000	3,000
Total 6 days	57,000	48,000	35,000	11,000

(b) Type the following details in tabular form, displaying them in a similar manner to the preceding Exercise.

*Exports of Textile Machinery during January, 1903. A comparison with the two preceding years.

1901	£39,997.	To Germany,
1902		France, 1901, £35,662 ;
1903		ies in Europe, 1901,
		ina, including Hong-
		33, £5,802. To United
		1903, £51,361 To
		countries in South America, 1901, £5,824, 1902, £20,268, 1903, £9,647.
		To British South Africa, 1901, £7,038 ; 1902, nil, 1903 £633 To British
		East Indies, 1901, £78,842, 1902, £89,408, 1903, £62,897. To Australia
		1901, £3,238 ; 1902, £554, 1903, £1,790 To other countries, 1901
		£24,777 ; 1902, £13,031, 1903, £12,010 Totals, 1901, £443,422 ; 1902
		£376,063 ; 1903, £350,842

EXERCISE 54.

The Money Market.

Bank Rate—2 per cent

BANK OF ENGLAND.

An account pursuant to the Act 7th and 8th Vic, cap. 32, for the week ended on Wednesday, January 28, 1914

ISSUE DEPARTMENT.

Notes issued ..	£49,746,010	Government debt	£11,015,100
		Other securities	5,784,000
		Gold coin and bullion.	32,946,010
Total ..	£49,746,010	Total	£49,746,010

BANKING DEPARTMENT.

Proprietors' capital.	£14,553,000	Government securities	£14,477,309
Reserve ..	3,408,480	Other securities	17,636,010
Public deposits	6,334,235	Notes	24,730,460
Other deposits	34,773,673	Gold and silver coin	2,411,997
7 day and other bills	186,308		
Total	£59,253,776	Total	£59,253,776

* This formed one of the Tests given at the Lancashire and Cheshire Institutes Typewriting Examination, 1903

Exceptions:—If, by the addition of the suffix, the accent is thrown back from the second to the first syllable, the final consonant is not doubled, as *defer*, *deference*, *prefer*, *preference*.

3. When the final syllable is not accented, or when the consonant is preceded by more than one vowel, the final consonant is not doubled, as *appeal*, *appealed*, *appealing*; *benefit*, *benefited*, *benefiting*; *offer*, *offered*, *offering*.

Exceptions:—(a) *Acquit*, *acquitted*, *acquitting*, *bias*, *biased*, *biassing*; *quit*, *quitted*, *quitting*, *unbias*, *unbiased*; *worship*, *worshipped*, *wool*, *woollen*.

(b) Words ending in "l" preceded by a single vowel usually double that "l" before a suffix beginning with a vowel, although the accent is not upon it, as *label*, *labelled*, *labelling*, *travel*, *travelled*, *travelling*.

RULE 4.

1. Words ending in any double letter with the exception of "l" retain the double letter before *ful*, *less*, *ly*, or *ness*, as *success*, *successful*; *gross*, *grossly*.

2. Words ending in double "l" drop one "l" before *ful*, *ly*, *less*, or *ness*, as *will*, *willful*; *full*, *fully*, *skill*, *skillless*; *tall*, *fulness*.

Exceptions:—*Illness*, *shrillness*, *smallness*, *stillness*, *tallness*.

3. The same rule is observed when a word ending in double "l" is compounded with other words, as *almost*, *already*, *altogether*, *until*.

Exceptions.—*Allspice*, *farewell*, *downhill*, *uphill*, *molehill*, *befall*, *befell*, *downfall*, *waterfall*, *watermill*, *windmill*, *millstone*, *undersell*, and a few others.

RULE 5

In words of more than one syllable, which formerly ended in *ck*, such as *mimick*, *frolick* (now spelt *mimic*, *frolic*), the "k" must be restored in the past tense and participles, as *mimic*, *mimicked*, *mimicking*; *frolic*, *frolicked*, *frolicking*.

FRANCE, BELGIUM, GREECE, AND SWITZERLAND.

		£	s.	d.
1 centime	0	0	0 $\frac{1}{8}$
100 "	= 1 franc	0	0	9 $\frac{1}{8}$
1000 "	= 10 " = 1 10 franc-piece ..	0	8	0

(The coins of these four countries are the same in value, but differ in name.)

GERMANY.

100 pfennige	= 1 reichsmark .. .	0	0	11 $\frac{1}{2}$
1000 "	= 10 " = 1 crown ...	0	9	9 $\frac{1}{2}$

HOLLAND

1 cent	.. .	0	0	0 $\frac{1}{4}$
100 "	= 1 guilder ...	0	1	8
250 "	= 2 $\frac{1}{2}$ "	0	4	2
1000 "	= 10 guilder-piece ..	0	16	8

INDIA

1 double-anna	= $\frac{1}{8}$ rupee ..	0	0	2
4 anna-piece	= $\frac{1}{4}$ " ..	0	0	4
$\frac{1}{2}$ rupee	..	0	0	8
1 "	..	0	1	4
1 double-rupee	..	0	2	8

PORTUGAL.

100 reis	= 1 tostao ..	0	0	4 $\frac{1}{2}$
1,000 "	= 1 milreis ..	0	4	5 $\frac{1}{2}$
10,000 "	..	2	4	5 $\frac{1}{2}$

RUSSIA.

100 kopecks	= 1 rouble ..	0	3	2
1,000 "	= 10 " = 1 imperial	1	11	8

SPAIN.

100 centimes	= 1 peseta ..	0	0	9 $\frac{1}{2}$
2,500 "	= 25 peseta-piece ..	1	0	0

TURKEY.

40 paras	= 1 piastre ...	0	0	2
100 piastres	= 1 lira turca ..	0	18	0

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EXERCISE 56.

Correct the spelling, where necessary, in the following and display them with the tabulator if possible:—

aptha
separate
accommodation
judgement
weild
believe
recieve
acknowledgment
diphtheria
grammer
procedure
yeild

dullness
paralleled
consede
sieze
inteligent
transference
awful
abridgment
anonymouse
height
truly

comittee
procede
refered
gauge
miscellaneous
accidental
embarrasment
recede
symetry
occured
village

LESSON XXIX.

(Home Work.)

The Remington Billing and Tabulating Typewriter and the Wahl Adding and Subtracting Machine.

This typewriter is one of the greatest time-saving devices of modern times, typing, as it does, not only the bill or invoice *simultaneously* with the entry in the Sales Book, but also marshalling the figures into columns, *adding up* the columns and *subtracting* credits if necessary.

To deal first with the Billing process. Broadly speaking there are three classes of bills, namely (a) the ordinary bill or invoice which is typed at one operation; (b) the retail bill or charge which involves entries being typed at different dates and thereby necessitates the re-insertion of the form, and (c) the wholesale bill and charge which involves condensed charges.

In typing these bills the vertical and horizontal Paper make it absolutely certain that the form on which the

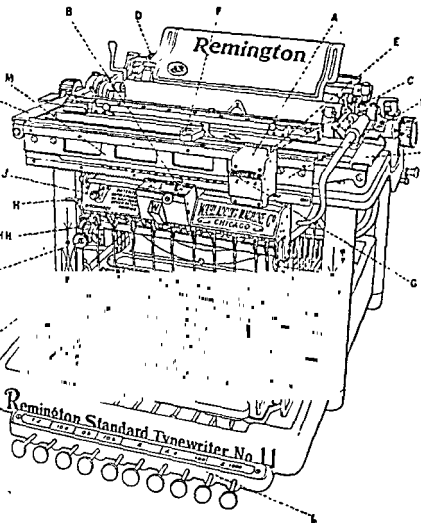


PLATE 34 THE WARE ADDING AND SUBTRACTING TYPEWRITER.

is to be typed will be inserted in the typewriter at the *exact* typing point, and by using a carbon and a Sales Sheet from a Loose Leaf Sales Book the work of typing the invoice and of making the entry in the Sales Book is simultaneously effected, thereby avoiding the possibility of clerical errors, saving the time in checking, and giving what is unquestionably an immense advantage, a Sales Book in which all the entries are typewritten instead of handwritten.

The ease of entries having to be typed at different dates, for example, where bills are rendered monthly, thus necessitating the removal of the bill from the typewriter after an entry has been made, and its re-insertion at some subsequent date, when another item has to be added, is provided for with the vertical and horizontal Paper Guides, the Double Circular Scale, and the Paper Tray.

The Paper Guides have already been referred to. The Double Circular Scale, at the extreme left of the cylinder, consists of two circumferential rows of figures, the outer scale being numbered from 1 to 33, and the inner one from 34 to 66, thus providing for 66 line spaces and allowing for the longest bill. The Paper Tray, in which the bills and their carbon copies are placed, is fitted with a Line Indicator, so that when a bill requires to be re-inserted, the typist notes the number of the line (by means of the Line Indicator in the Paper Tray) where the entry is to be made, and feeds the bill into position for such line by consulting the Circular Scale and turning the cylinder to the corresponding number to that indicated in the Paper Tray.

Again, credits may be entered in red by means of the Polychrome Ribbon, and if additional copies of the bill or invoice are required they may be obtained by inserting additional carbons, and "blinds" may be employed to block out any notes which may not be desired to be reproduced on each copy.

It should perhaps be mentioned that the Sales Book is composed of a number of *paged loose sheets*. That these sheets, although they may be removed at will, are permanently locked in the Sales Book at the completion of each day's work. That the blank sheets for the day's entries are removed from the *beginning* of the Sales Book, but when they are re-inserted they

are put on at the *end* of the *link face downwards* so that they may run in numerical order.

Having dealt briefly with the *process of Billing*, we pass to that of Adding and Subtracting, and we find that the Adding and Subtracting mechanism consists of two main parts, namely, the Actuator and the Totaliser.

The Actuator comprises the figure keys and the key levers; the adding and subtracting levers, and the interior working parts which occupy the space above and in front of the type-bars. The Totaliser (Plate 34, A) consists of the apparatus which registers the totals which are obtained by depressing the figure-keys for the various extensions when typing say a bill.

In addition to these two main parts there is, on the left of the Actuator, a lever with a small projecting knob (Plate 34, J). If this lever is set up the Adding and Subtracting machine is in operation, whereas if it is pulled out and pressed downwards towards the word *disconnect*, then the Adding and Subtracting mechanism is thrown out of gear, or disconnected, and the typewriter is in all respects just an ordinary writing machine.

Again, to the left of the Actuator there are two small *pinch-up* finger and thumb levers (Plate 34, H and HII), which regulate the Adding or Subtracting mechanism. For example, if it is desired to bring the Subtracting mechanism into play, the pinch-up levers must be pressed together until they connect, but if, on the other hand, the Adding mechanism is to be brought into operation, the top lever (Plate 34, H) must be slightly brought down so as to allow them to separate.

There is one other part of the mechanism which requires to be mentioned and that is the Milled Knob (Plate 34, K) of the Ribbon Indicator, which when it is pulled out remains at the colour to which it is set, but when it is pressed in the colour changes to *purple* when the *adding* machine is in operation, and to *red* when the *subtracting* machine is at work, so that even if the typist should inadvertently omit to set the machine for adding when addition is required, the fact will be at once apparent, as instead of the figures appearing in the Totaliser in *purple* they will appear in *red*.

Now with regard to the actual manipulation, feed the invoice, carbon and Sales Sheet into the typewriter and

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the number of the scale at which the extreme right-figure of the money column is to fall; pass the carriage until the carriage indicator points to the corresponding er on the carriage scale; press the tabulator set key (Plate 34, M) so as to set the tabulator; put the Totaliser on at the same left of the rail (Plate 34, M); depress the Totaliser Key (Plate 34, C) and work first the top edge of the Totaliser into the upper groove, and then the lower edge into the lower groove. Keep the Totaliser Release Key depressed, and slide the Totaliser along the Adding machine carriage until the unit of the pence mark on the Totaliser scale (Plate 34, E) is exactly opposite the new Pointer (Plate 34, F) which serves as the Totaliser Indicator. Now put the connecting and disconnecting lever (Plate 34, J) up; see that the Totaliser is clear, that the levers (Plate 34, H and III) are separated for Adding, and proceed to type Exercise 57 as follows:—

Fill in the heading in the usual way; type the first item; press the required tabulator plunger (Plate 34, L); press the figure keys lightly but *right home*, instead of striking them with the usual staccato touch, and space between the £ and shillings, and the shillings and pence with the space bar; return the carriage; press the required tabulator plunger, and so on for each line, taking care to use the keys 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, given in the top bank, and the key at the extreme right-hand of the second row for the *tens of pence*, as the Wahl attachment can only be operated through these keys. For example, to type 11d. press the tens of pence figure key and then the first key in the top row.

When the last item has been typed the number figuring the Totaliser will be, provided the work has been correctly done, £972 9s. 4d., namely, the total of the invoice, and these figures may be proved by setting the levers (Plate 34, H and III) for subtraction, and typing the amount which appears in the Totaliser at the foot of the column which is being added on to the invoice itself, the act of copying it off the Totaliser will clear the totaliser, with the levers thus set for subtraction (Plate 34, G), thereby proving the addition as well as the Totaliser for the next operation.

Again, if several columns of figures are required, the same procedure is followed, but a totaliser is set for *each* column, or if a mistake is made, for example a wrong amount added, the remedy is: Subtract it, erase the error, and proceed afresh with the addition. If, on the other hand, a wrong amount has been subtracted, the process must be reversed, and the amount which has been subtracted in error must be added, the error erased, and the subtraction proceeded with afresh.

EXERCISE 57.

(Class Work)

1. Adding and Sub-
tracting in a Book, if possible.
by the underscorer.

Birmingham 20th Feb., 1918.

Messrs. Stone, Smith & Son,

Bought of GEORGE WOOD & COMPANY.

		£	s.	d.
42 Pieces Sarsenet, 1,050 yards	at 1/6 per yard	78	15	0
130 " Longcloth, 6,455 yards	at 6d "	161	7	6
90 " Flannel, 5,740 yards	at 1/0½ "	238	19	2
195 " Linen, 2,340 yards	at 1/4 "	156	0	0
80 " Calico, 4,120 yards	at 6½d. "	107	5	10
35 Black Llama Shawls ..	at 4/0½ each	7	1	5
100 " Cashmere Shawls	at 11/2 "	55	16	8
45 " Embroidered Shawls	at 38/1 "	85	13	9
120 Wool Cloths	at 2/0 "	12	0	0
80 Shetland Falls ..	at 2/4½ "	9	10	0
		<u>£272</u>	<u>9</u>	<u>4</u>

Example:—*He said that practice makes perfect.*

When the name of the author of a quotation is introduced into the quotation by the word *says*, &c., a comma should precede and follow such words.

Example:—"The time of a business man, or that of an employer," says Whistler, "may be further diminished by the use of a typewriter."

8th. When a Christian name is written after the surname it must be separated from the surname by a comma.

Example:—*Johnson, Edwin.*

(To be continued in next Lesson.)

EXERCISE 59.

(Class Work.)

(a) Type the following invoice in the same manner as the previous one, ruling neatly in *red ink*.

Edinburgh, 11th Feb, 1918.

Messrs. J. Nicholson & Co.,

Bought of JONES, BROWN & SON,
Manufacturers of Tweeds, Paramattas and Textures for
Waterproofing

Terms: 1 month, $2\frac{1}{2}\%$, or 7 days $3\frac{1}{2}\%$ discount.

No discount will be allowed on accounts not paid within 1 month after the stated credit has expired.

				£	s	d.
63*	No. 185 Union Tweed, 63-64 65.	192	1/6	14	6	0
63*	1593 " Linings, 62-63	125	1/3	7	6	3
63*	2424½ Wool Tweeds, 62-64	126	2/-	12	12	0
	2 Trusses, 235/6			£34	4	8
	Empty Boards and Wrappers, if not returned, will be charged					

(b) Make out an invoice of the following particulars, displaying it in a similar manner to the previous one.

Sold to Messrs. Malcolm Hervey & Co., Ltd. by James Sinclair, Grey Cloth Agent, Manchester 300 pieces 3S" Shirt.

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at 20/4, £305 0s. 0d. Date 15th Feb., 1918. Terms,
% discount. All accounts payable Tuesday or Friday
owing date of invoice. Goods delivered to The Globe
cking Co., Bloom Street.

EXERCISE 60.

at 20% discount. All accounts
payable within 10 days of invoice.
The National Cash Register Co., Bloom Street.

(Class Work.)

(a) Type the following invoice. Rule in red.

104 Cheapside,
E.C.

04 Cheapside,
London, E.C. 2. 25th Feb., 1918.

The Managers of the Grantham Hall Day School,
at of FREDERICK COLLINSON

Bought of FREDERICK COLLINSON,
SELLER, STATIONER AND PUBLISHER.

Bought of FREDERICK COLLINGS,
WHOLESALE BOOKSELLER, STATIONER AND PUBLISHER.

		£	s.	d.	£	s.	d.
7	Packets Drawing Paper	1/11	7	0			
6 1/2	Doz. Wilcock's Drawing Books....	1/9	11	4 1/2			
16	Trees in Sheets	1/1 1/2	18	0			
12	Boxes Gillott's Pens	1/3 1/2	15	6			
2	Doz. Prosateurs et Poëtes Con- stanseau	2/8 1/2	3	5	0		
	Reams Foolscap	13/8 1/2	1	7	5		
2	Doz. Blackie's Animal Physiology (Stage 1)	3/-		18	0		
6	" " " " (Stage 2)	3/9	1	2	6		
	" " " " (Stage 3)	3/9		11	3		
6	" " " " (Stage 1)	1/6		9	0		
3	Doz. Murby's Algebra (Stage 1)	1/6		7	6		
6	" " " " (Stage 2)	1/6	1	11	6		
5	" " " " (Stage 3)	4/6		19	6		
7	" " " " (St. 2)	6/6	1	7	0		
3	Chambers' Stan. Readers (St. 2)	6/9	1	8	6		
4	Doz. World at Home	9/6	3	2	6		
3	Gross Exercise Books	12/6		10	6		
5	Doz. Paragon Readers	10 1/2 d.		14	0		
12	Registers	1/2	1	14	11		
12	Boxes of Chalk	17/5 1/2		4	9		
2	Reams of Blotting Paper						
	Box (returnable)						
Less 5% Discount							
						22	1
						£21	

(b) Display the following invoice in a similar manner to the last one, employing double money columns on account of the discount.

On the 31st March, 1918, the following goods were despatched by the Chemical Sundries Co., Manchester, to Roberts & Fletcher, Ltd., Preston.

3 doz. 3" ribbed funnels fig. 301 @ 3/- doz. 9/-; 1½ doz. 4" ribbed funnels fig. 301 @ 3/6 doz., 5/3; 18 12oz. conical flasks fig. 315 @ 9d each 13/6, 7 porcelain tubes 20" x ¾" @ 9/- each £3/3/-; 4 fire-clay crucibles 3½" x 2½" @ 1/6 each 6/-; 1 quire filter paper 3/6 £5/0/3; less 5% discount (5/-), £4/15/3; nitric acid 1 qr. 17 lb. @ 1/- lb. £2/5/-; iron sulphide 21 lbs. @ 4d. lb. 7/-; mercuric chloride 1 lb @ 2/6 lb. 2/6; hydrochloric acid 2 qrs. 14 lbs @ 8d. £2/6/8; dried sodium carbonate 5 lbs; @ 1/3 lb. 6/3.

Packages (returnable) 10/6.

£10/13/2.

Per London & N. W. Ry. Co. pass. train

LESSON XXXI.

(Home Work)

PUNCTUATION—Continued

Rules to be memorized:—

RULE 2.—THE SEMI-COLON (;).

There is a great diversity of opinion as to the use of this punctuation mark, the distinction between it and the comma being a matter more of *degree* than of actual difference.

It is used to divide the component parts of a sentence, when such parts are not closely connected with each other, but are, to a certain extent, complete in themselves. It should be employed:

1st. Before reasons.

Example:—*I have studied the mechanism of the typewriter thoroughly; because I may at some future time, have to repair my own machine.*

2nd. To separate a series of expressions, when such expressions are dependent upon one clause.

Example:—*"But if the classics were taught as they might be taught—if boys and girls were instructed in Greek and*

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, not merely as languages, but as illustrations of logical science; if a vivid picture of life on the shores of the Mediterranean, two thousand years ago, were imprinted on the minds of scholars; if ancient history were taught, not as a weary series of feuds and fights, but traced to its causes; if such men placed under such conditions; if, lastly, the study of the classical books were followed in such a manner as to impress boys with their beauties, and with the grand simplicity of their statement of the everlasting problems of human life, instead of their verbal and grammatical peculiarities; I STILL THINK it as little proper that these should form the basis of a liberal education for our contemporaries, as I should think it fitting to make that sort of palæontology with which I am familiar, the back-bone of modern education."—Huxley's "Lay Sermons."

3rd. Between two or more clauses joined by an adversative conjunction, for example, but, yet, whilst, notwithstanding.
Example:—Their father was in the habit of relating to them any public news in which he felt an interest; but I do not know whether he gave them any direct instruction.

NOTE.—In business correspondence the comma is more frequently employed than the semi-colon.

RULE 3.—THE COLON (:).

The colon denotes a greater division of a sentence than the semi-colon. Its business use is as follows:—
1st. In enumerating a list of names or articles introduced such words as "as follows"

Example:—The parts we require for repairing our machine are as follows: 3 connecting wires, 1 pair of 1 key-lever, 2 screws for paper guides, and 2 paper holder springs.

2nd. Before a lengthy quotation, in the same way as is used before a short quotation.

Example:—The London Phonographer says: "The method for a student typist to follow is to select a column and copy it on the typewriter several times carefully the arrangement into sentences and also the punctuation marks. Then get a friend to correct slowly whilst it is being typed. This d

the typed copy with print, and note particularly any variations with regard to capitals and punctuation."

RULE 4.—THE PERIOD (.)

The period is employed

1st. At the end of every complete sentence when such sentence is not a question or exclamation

Example:—*Make hay while the sun shines.*

2nd. After all abbreviations *

Examples:—*Nov (November), Esq (Esquire), Mr (Mister), Messrs (Messieurs), inst. (instant).*

3rd. Between shillings and pence, and as the decimal point.

Examples:—*£39 6s. 9d. or £39 6 9. 145*

4th. After Roman figures.

Example:—*IX.*

5th. After letters or figures used to number questions, remarks, paragraphs, notes, &c.

RULE 5.—THE NOTE OF INTERROGATION (?)

The note of interrogation is employed

After every direct question If it occurs at the end of a sentence it is equal to a period, and should, consequently, be followed by a capital letter.

Example:—*Which typewriter do you prefer?*

If, however, it occurs in the middle of a sentence it is not equal to a period, and, therefore, should not be followed by a capital

Example:—*How about the stable?—any tractors at the harness?—any scratches on the carriage?—anything amiss with the horses?*

N on
.
:
:

RULE 6.—THE NOTE OF EXCLAMATION (!)

The note of exclamation is used

1st. After interjections.

Example:—*Alas! I am forsaken*

2nd. After parts of speech having the force of an interjection

* Do not use the period after the words *re*, *per*, *pro* or after 1st, 2nd, 3rd, &c. *Re* is not an abbreviation, but a Latin word meaning "in respect of" *per* a Latin word meaning "by," and *pro* a Latin word meaning "for." In the same way, *let* is not an abbreviation, the *st* being simply the termination of the natural combination

Example:—"Time! on whose arbitrary wing
The varying hours must flag or fly,
Whose tardy winter, fleeting spring,
But drag or drive us on to die."

rd. After words, clauses or sentences expressing strong
ing or emotion.
Example:—"Oh, for the crags that are wild and majestic,
The steep, frowning glories of dark Loch-na-Garr!"

NOTE.—The note of exclamation is, however, rarely used in
business.
(To be continued in next Lesson.)

EXERCISE 61.

(Class Work.)

Type the following invoices, ruling neatly in red :—
INVOICE of One Case of Fruit Essences shipped by Brown
& Sons Ltd., per S.S. "Johannesburg" from South West India
Dock, London, by order and for account of Messrs. Thompson
Bros., Algora Bay.

Order No. 1021.

B/L d/d 24th Jan., 1918.

		Lbs.	Cwts.	Qrs.	Lbs.	Price.	£	s.	d.	£	s.	d.
Gross Weight		0	3	9								
Measurements		2/11	1/3	1/0								
4	Sol. Ess. Sweet Orange				4/6	2	18	0				
12	Sol. Ess. Bitter Orange				4/6	3	14	0				
12	Sol. Ess. Lemon Squash Triple				5/6	3	6	0				
10	Sol. Ess. Peppermint				6/-		0	0				
4	Sol. Ess. Pineapple				4/-		16	0				
4	Sol. Ess. Raspberry				3/6		14	0				
4	Sol. Ess. Strawberry				4/6		18	0				
Less 10% Drawback allow- ance							12	4	0			
Less 2½% Discount							1	4	7			
CHARGES.							11	1	6			
1 Case								6	6			
50 Bottles								4	0			
Bill of Lading and stamps								12	6			
Marine Insurance f.p.a. and stamp on £15 @ 10/- %								2	6			
Freight prepaid (minimum)							1	1	9			
								2	0			

LIVERPOOL,
26th January, 1918.

BROWN & SONS LTD.,
A. Thomas, Secretary.

E. & O.E.

INVOICE of Curtains and Covers for Messrs. Robert Wilkinson & Sons Ltd., London, for their account and risk, shipped per "Durham Castle," and consigned to the care of Messrs Henry Bright & Co., Southampton, by FRANCIS WEBSTER & CO

Order No. SXY 200

			Quality	Price	£	s	d	£	s	d
6	pr.	6/4 Curtains	3½	201	8/6	2	11	0		
4	"	"	3½	312	8/9	1	15	0		
4	"	"	3½	516	6/-	1	4	0		
6	"	"	"	800	4/6	1	7	0		
2	only	8/4 Applique Covers		712	6/-		12	0		
2	"	8/10	"	709	7/6		15	0		
2	"	8/12	"	710	10/-	1	0	0		
1	"	8/14	"	711			12	6		
1	"	8/16	"	712			13	0		
2½% Discount..					10	0	6	£10	6	3

FRANCIS WEBSTER & CO.

LONDON,

26th Jan. 1918

EXERCISE 62.

Learn this paragraph by heart and then type the following, ruling neatly in red.

An Account Sales is an account of the sale of goods sold on Commission. It is sent by the consignee to the consignor, and shows the amount realized from the sale of the goods, the

For Shipments ex "Omrah," "Commonwealth," and
"Drayton Grange."

E. & O.E.
BRISBANE,
16th Feb., 1918.

Philip Henry Ltd,

In A/c with RICHARD TOMKINSON

1917	CR	£	s	d	£	s	d
May 13	By Goods, per Invoice	156	7	11			
Oct. 5	" "	131	11	2			
Nov. 11	" "	304	6	0			
					652	5	1
	DR.						
1917.	To Stock on hand per list attached	110	14	3			
Dec. 31	" Returns as per previous statement	4	18	2			
	" Shipment per "Rajah" to arrive ...	85	18	6			
	" Duty on Catalogues, Photographs, &c.	6	18	6			
	" Cables $\frac{10.15}{2.8.17} + \frac{1.19.0.6}{1.0.17} + \frac{2.9.4}{17.9.16.17}$	5	17	0			
	" Shipment for "Black Prince" to arrive	114	16	7			
					329	3	0
	Balance to your Credit				£ 323	2	1
	To Commission on Sales, £310 @ 10%.				31	0	0
	" Exchange on draft &c				1	10	0
	" Draft @ 60 d/s herewith.				290	12	1
					£ 323	2	1

TORONTO.

6th Jan., 1918

LESSON XXXII.

(Home Work.)

Miscellaneous Signs.

Rules to be memorized :—

RULE 7.—THE DASH (—).

The dash is used to denote a sudden or emphatic pause, and has almost superseded the use of the parenthesis marks.

Example :—*At the Great Exhibition in 1851, all the nations of the civilised world were represented—some very largely, and all very efficiently—in one fair temple of industry and peace.*

In typewriting, the hyphen is employed for the dash. It must, in such case, be separated from the preceding and following words by a space before and after it.

RULE 8.—THE HYPHEN (-).

The hyphen is used

1st. At the end of a line to indicate that a word has been divided, and that part of it has been carried on to the next line. It should be typed without any space either before or after it.

All words must be divided according to the syllables, but a syllable consisting of one letter only, for example *e-voke*, must never be allowed to stand by itself, nor must a word of one syllable be divided.

2nd. Between the component parts of compound words.

Example :—*Newcastle-on-Tyne.*

3rd. To denote the omission of figures.

Example :—*1917-18.*

RULE 9.—THE PARENTHESES ().

The parenthesis marks are used to enclose subsidiary words, clauses or sentences which have no grammatical connection with the sentence in which they occur.

Example:—*I hope to see you on Friday next (April 5th) at 5 p.m.*

They are also frequently employed to enclose an amount or number in figures which has been written in words, and *vice versa*.

Example:—*The price would be one pound six shillings (£1 6s.)*

RULE 10 — THE QUOTATION MARKS (" ").

1st. The double quotation marks denote that the words enclosed by them are the exact words of some speaker or writer. They should be typed immediately before and after such quotation.

Example:—"Why then should it be unreasonable to believe that war among nations might soon become equally obsolete?" —McCarthy's "Short History of Our Own Times"

NOTE.—When a quotation is in various paragraphs, the quotation marks may precede each paragraph, but follow only the last paragraph.

In plays, where the writing consists entirely of conversation, the quotation marks are not used.

2nd. The semi-quotation marks are used when a quotation occurs within a quotation. In typewriting, the apostrophe is used for this purpose.

Example:—"The coolness and presence of mind of the stern old soldier (the Duke of Wellington) are well illustrated in the fact that to several persons of influence and authority who came to him with suggestions for the defence of this place he said, his almost invariable answer was 'done already,' or 'done two hours ago,' or something of that kind." —McCarthy's "Short History of Our Own Times."

If the semi-quotation occurs at the end of the quotation proper, it must be followed by both the semi and the double quotation marks.

Example:—"The Queen accepted the suggestion with anxiety, only pleading that she should not be pressed for an answer within a few minutes, as it was a serious matter." —McCarthy's "Short History of Our Own Times."

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TE.—Properly speaking, punctuation marks should precede quotation marks if they are employed to punctuate the quotation itself, and form, as it were, part of the quotation, and should follow them if they are employed to punctuate the sentence in which the quotation occurs. The latter part of the rule is, however, seldom observed, on account of the awkward space which it necessitates between the word and the punctuation mark.

Example:—(Usual style) "I intend," said she, "to learn typewriting."
(Correct style) "I intend", said she, "to learn typewriting."

RULE 11.—THE APOSTROPHE (').

The apostrophe denotes

1st. The possessive case, which is formed as follows:—

The singular possessive by adding *s* with an apostrophe (*'s*).
Example:—*The man's wages were due.*

The plural possessive, like the singular, by adding *s* with an apostrophe to the plural.

Example:—*The men's wages were due.*

When, however, the plural ends in *s* the possessive *s* is omitted and only the apostrophe remains.

Example:—*The boys' cricket bats were lost.* (Meaning the cricket bats of the boys were lost.)

In the singular also, when the word ends in *es* and the *s* sounded, the possessive *s* is omitted (for euphony), but the apostrophe is kept to show that there should be an *s*. Thus say *Moses' writings*. If, however, the *e* is not sounded the apostrophe and the *s* should both be added, for example, *Walter Jones's house*, not *Jones' house*.

Again, if the word ends in *s*, *ce*, or *x*, the possessive *s* is not added, but this chiefly occurs in phrases with *sake*.

Examples:—*For quietness' sake; Felix' purse.*

When the object possessed belongs to two or more persons, the sign of the possession is usually affixed only to the last.

Example — *My mother and sister's luggage was sent off this morning.*

Caution. — Never use the apostrophe with the possessive pronouns, his, hers, its, ours, yours, theirs.

2nd. The omission of letters.

Example. — *They don't care* (Meaning, *they do not care.*)

3rd The omission of the first two figures in the current year.

Example — '18. (Meaning, 1918)

RULE 12.—MARKS OF ELLIPSIS (*)

The marks of ellipsis are used to denote that a portion of a sentence or discourse has been omitted. If the typewriter is not equipped with the asterisk, the period can be used as a substitute to denote such omission.

Example — *Indeed, when I consider the face of the kingdom of France; the multitude and opulence of her cities, the useful magnificence of her spacious high roads and bridges, I behold in all this something which awes and commands the imagination, which checks the mind on the brink of precipitate and indiscriminate censure, and which demands, that we should very seriously examine, what and how great are the latent vices that could authorise us at once to level so spacious a fabric with the ground?* Burke

RULE 13.—MARKS OF REFERENCE (*, †, §)

The asterisk (*), the dagger (†) and the paragraph or section mark (§) are employed to direct attention to marginal notes and footnotes. If the typewriter is not equipped with these marks, see Lesson IX., page 32.

* It will be observed that this example has all the words underlined in order of the numbering to separate a series of separate clauses or independent dependent upon one clause (Rule 2, par 2).

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EXERCISE 63.

(Class Work.)

Give a copy of the following invoice,* setting it out in correct style.
 Messrs. Leroy, Copello & Co., Lisbon.
 Dr. to Joseph Blackstone & Co.
 Manchester, 10th Feby., 1908.

		Order No. 375.					
		£ s. d.			£ s. d.		
1 CASE.	lbs.	9 16 10					
10 balls, 12 oz. White Thread,	225, @ 10½d.....	5 5 6					
50 " 12 " Red "	112½, @ 11½d.....	14 13 9					
300 " 16 " White "	300, @ 11¾d.....	5 14 7					
200 " 10 " Blue "	125, @ 11d.....	1 14 6			37 5 2		
950 "	1 CASE @ 34/6						
1 CASE.		4 4 2					
10 doz. 20" x 44" Turkish Towels, No. 58, @ 8/5 ..		4 4 11					
6 pcs., 21½/22" Black Velvet, 104½ yds. @ 9¾d. ...		3 6 5					
2 " " Rose " 72½ " @ 11d. ...		0 16 0			12 11 6		
18 " " " 1 CASE @ 16/- ...					49 16 8		
CHARGES.		0 9 10					
Carriage to Liverpool		1 3 0					
Freight as per B/L		0 7 6					
Insurance and Policy		0 2 5			2 2		
B/L and Postages					51 19		
					2 9		
					£49		
Less 5% discount on £49 16s. 8d.....							

		MEASUREMENTS.	
Case No. 251.	7 cwt. 3 qr. 16 lbs.	4' 2" x 2' 10" x 3' 9"	
" 252.	2 " 1 " 5 "	2' 1" x 1' 6" x 1' 10"	
Per Messrs. Ratcliffe, Monks & Co., Liverpool.			
For S.S. "Oporto," 13th Feby., 1903.			

* This Invoice formed one of the Tests given at the Lancashire and Institutes Typewriting Examination.

EXERCISE 64.

(a) Type the following letter, inserting the punctuation correctly —

146 Paternoster Row

London E.C. 4

James Harrison, Esq

13th January 1918.

The Elms

Liverpool

Dear Sir

I beg to acknowledge the receipt of your letter of the 12th inst complaining (1) that goods in two small parcels were separately delivered to you at the same time putting you to double cost for carriage (2) that one parcel was wrongly charged (3) that the other parcel contained goods not ordered by you

I am very sorry for the trouble and annoyance you have suffered by the carelessness of my clerk and packer. Will you please return the parcel wrongly sent to you the value of which I will place to your credit. I shall have much pleasure when you inform me of the amount also to credit you with the carriage you paid on its account

Your messenger either did not correctly say to whom the first parcel was to be charged or was misunderstood, I have placed its particulars to the debit of the account you specify.

Again apologising for the mistake

I am

Yours respectfully

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Type this extract at double line spacing, and insert the notation correctly :—

It is the old story we are again summoned to admire where we despised, the citizens of Bristol erect a monument to the memory of Chatterton who to save himself from death through hunger took poison and was thrown pauper-like into the burying ground of Shoe Lane Workhouse London Keats spurned and persecuted in his lifetime is welcomed today and from his instant grave begins to influence thought in the land of his birth which he quitted in proud but intolerable despair the instances are two out of many the tale did not begin with 'the marvellous boy the sleepless soul that perished in his pride' it has not ended with Adonais whose soul, 'Like a star Beacons from the abode where the eternal are' Our present task is a simple one we cannot recall genius from the tomb to witness the final triumph of its long suffering and to console itself for its wrongs in the consciousness of our remorse we may in the public market place do justice to the citizen whom we ostracised in ignorance and hooted forth in folly

John Keats was born under an unlucky star he was beset with evil influences from the moment that he felt his own strength had he been suffered to walk alone unaided but by the might of his spirit he would never have been struck down or the way by the fury of men who were waging war to the death against his associates Keats at starting was the victim of quarrel between parties who like most antagonists were wrong and were right in their respective grounds of opposition chosen or forced companions of Keats when as a mere boy resolved to dedicate his life to the services of poetry were unfortunately members of a school unfortunately again the shaft and cleverest critics of the day were members of another author of *Comus* himself would not have escaped scot-free the encounter Keats might have sung as an angel and his nothing but the promptings of an internal and most vir-
rage.

LESSON XXXIII.

(Home Work.)

The Use of Capital Letters.

Capital letters are employed far more sparingly now than in years gone by. This may be observed by examining any old printed matter, when it will be seen that almost every word of any importance was capitalised, quite regardless of whether the word was a proper noun or not.

Rules to be memorized —

That capitals should be employed

1st. At the beginning of every sentence, as

The typewriter should be cleaned daily, in order to insure good work.

2nd. At the beginning of every quotation forming a sentence, as

"Practice makes perfect"

3rd. At the beginning of every line of poetry, as

"Tis a lesson you should heed,

Try, try, try again,

If at first you don't succeed,

Try, try, try again"

4th. For proper names, as

Henry Taylor, York, France, Sunday, January

5th. For adjectives derived from proper names, as

The British people

6th. For adjectives which form part of a proper name, as

The Red Sea.

7th. For words denoting the Deity, as

Sun of my soul, Thou Saviour dear,

It is not night if Thou be near,

O may no earth-born cloud arise,

To hide Thee from Thy servant's eyes

8th. For titles, as

Lord Hammersmith, Marquis of Arran, Colonel Knowles,

Major Scorby

9th. For degrees, as

D.D (Doctor of Divinity), M.D (Doctor of Medicine

B.Sc (Bachelor of Science)

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For names of important buildings, as
St. Mary's Hospital, Manchester Infirmary, The Albert Hall.

a. For state and official bodies and departments of govern-
ment, as
The House of Commons, The Admiralty Department.

2th. For displaying headings and for marginal notes.
(NOTE.—The names of the seasons should not be capitalised,
as *spring, summer, autumn and winter.*

For the correct use of capitals in the heading, introduction
and subscription of letters see Exercises 19-38.

EXERCISE 65.

(Class Work.)

Correct the following extract, inserting the necessary
capitals:—

"Our readers must have read, with feelings akin to disgust,
the two letters which we printed yesterday from lord Lilford
and Mr. Wilson Noble. They revealed and protested against a
scheme for the wholesale destruction of wild birds' eggs, which
Lord Lilford, speaking as president of the British Ornithologists'
Union, rightly calls disastrous. The scheme is not only dis-
trous, it is scandalous, since it is avowedly formed as
speculation, with the intention of securing for the organisers
pecuniary profit. The inventors appear to be a body called the
'naturalists' publishing company, at Birmingham, but if the
usual actions partake of this character they have about
much right to the name of naturalists as the shooters of
gulls on the shore have to that of sportsmen. The pre-
scheme is as follows: By means of subscriptions, a certain
left vague—is to be collected; and with this an 'exper-
imentalist' is to be sent to the Shetland Isles, with the
emptying the nests of the many birds that breed there,
distributing the eggs among the subscribers and sharing
the concern. The plan is extremely simple, and, if it is
out, it will doubtless result in the collection of a large
of 'beautiful and interesting objects.' It will result
in robbing of the nests of pretty nearly all the varieties
in the list annexed to the 'naturalists' appeal,

white-tailed eagle to the skylark and snow-bunting. The birds
 the shetlands for the
 will do them any good,
 'gust' is on their track.
 the rock-pipit and the
 wheat-ear, the dunlin and the sandpiper are alike in danger.
 So is the woodcock itself, for nothing is sacred to this poacher
 with the greek name. all the tribe of water-fowl which frequent
 those lonely islands must give up their eggs to Birmingham.
 The merganser and the puffin, the various guillemots, and the
 great 'skua' gull which is said to have found a last refuge on
 foulis island, have been marked down by this rapacious trading
 company that pretends to the name of naturalists; and the
 rarer the bird, the more eagerly will it be sought out, and the
 more completely will its nest be rifled."

EXERCISE 66.

Type the following letter and extract, carefully capitalising
 where necessary.

11 leith Walk,
 Manchester.

Mr. smith,

10th feb, 1918.

1 Princess street,
 edinburgh.

Dear sir,

replying to your favour in which you advised us that mr
 Smith was coming to manchester to gain experience in business
 routine and in the manufacture of cotton goods, we assure you
 we shall be pleased to carry out your wishes with respect to
 his reception. we will introduce him not only to suitable
 people from a business point of view, but also to friends, so
 that his stay here may be both profitable and pleasant

we remain,

EXTRACT FROM THOMSON'S "SEASONS."

These, as they change, almighty father! these
are but the varied God. The rolling year
is full of thee. Forth in the pleasing Spring
thy beauty walks, thy tenderness and love.
Wide flush the fields; the softening air is balm;
echo the mountains round; the Forest smiles;
and every sense and every heart is joy.
Then comes thy glory in the summer months,
with light and heat refulgent. Then thy sun
Shoots full perfection through the swelling year;
and oft thy voice in dreadful thunder speaks;
and oft at dawn, deep noon, or falling eve,
by brooks and groves, in hollow-whispering gales.
Thy bounty shines in autumn unconfined,
and spreads a common feast for all that lives.
In winter awful thou! With clouds and storms
around thee thrown, tempest o'er tempest roll'd,
Majestic darkness! on the whirlwind's wing,
riding sublime, Thou bid'st the world adore,
and humblest nature with thy northern blast.

LESSON XXXIV.

(Home Work.)

Balance Sheets.

A brief machine should be employed for balance sheets
order that the Dr. and Cr. sides may be typed at one operation.
In such case no special directions are necessary, save that
Dr. and Cr. sides should fall in two distinct halves and that
totals should balance each other.

If, however, a machine capable of taking only foolscap
is employed, the work of typing a balance sheet is not quite
simple, as will be seen by the following instructions:—
If there are not more lines to the Balance Sheet than
given in Exercise 68, take a half sheet of foolscap and
in half, crosswise. Ascertain which half of the Balance
has the greater number of lines—the Debit or Credit.

Credit (as in Exercise 68), insert the folded half sheet in the machine under the right-hand paper guide and slide up the left paper guide just to secure the edge of the paper, but not to prevent the typing from commencing close to the edge. Divide the heading into two parts, making them as nearly equal as possible without cutting a word in two, and commencing the part belonging to the Credit half directly over the fold of the paper. Leave a blank space for the line dividing the heading from the text of the Balance Sheet, and proceed to type in the usual way, commencing the date close to the folded edge and the £ s. d. at 64, 67 and 70.

Having completed the Credit side, take out the paper and make light pencil marks* on the Debit side to indicate the respective positions of the lines, which must *balance* those already typed: for example, the first half of the heading, the sub-headings, the £ s. d., the total, &c.

Remember all these lines must be even with the corresponding lines on the Credit side.

Now reinsert the paper so as to type in the left section and in such a manner that the fold is only just secured by the right-hand paper guide, in order that the left half of the heading *shall* end exactly over the fold and thus you go, without any gap, to the right half, which has already been typed.

Adjust the paper so as to bring the first pencil mark in position, and type the heading. Then take the paper to the next pencil mark is in position, and so on.

When completed, take out the paper and mark the lines neatly in red ink.

If the Debit side contains a *very* long heading, as in the Credit, type that half first, *reverse* the paper and type the other half above.

For long Balance Sheets *requiring* that the heading shall use a whole instead of a half sheet, the heading shall be the centre *lengthwise*, and type from the centre in each degree.

NOTE.—Very narrow Balance Sheets may be typed on 72 or 75 degrees, and the heading may be typed in the case the Debit side *reverse* the paper and type the other half and the Credit side *reverse*.

EXERCISE 67.

(Class Work.)

Type the following balance sheet, and economise space as much as possible, in order that both the Dr and Cr. sides may be typed between "0" and "72," or "0" and "75."

The Dr. side should occupy the left-hand half of the scale, and the Cr. side the right-hand half.

Balance Sheet, January 31st, 1918.

Dr. MESSRS. ARNOLD & COLES, EXETER. Cr.

LIABILITIES.

Oct. 31.	£	s.	d.
To Trade Creditors...	1,117	15	0
Bills Payable.....	100	0	0
Capital A/c:—			
Coles.....	613	14	2
Arnold	1,023	14	2

£2,855 3 4

ASSETS.

Oct. 31.	£	s.	d.
By Trade Debtors ...	508	14	4
„ Bills Receivable...	50	0	0
„ Stock of:—			
Cloth	106	0	0
Silk	220	0	0
Velvet	412	0	0
„ Bank.....	1,263	3	0
„ Cash	100	6	0
„ Fixtures	63	0	0
„ Preliminary Ex-			
penses	72	0	0

£2,855 3 4

EXERCISE 68.

Fold a half sheet of foolscap in half (crosswise) and type the Cr. side of the following Balance Sheet, then turn the paper over and type the Dr. side.

Account, September 30th, 1918.

Dr.	Mrs. ELLEN SMITH in account with Messrs. MILSON & GILF.					Cr.				
	<i>Brought down from last a/c</i>	£	s	d.	Sept. 14	<i>By Balance last a/c</i>	£	s	d.	
Sept. 14.	325 Louisville	812	408	15	0	<i>Bought of as per contract.</i>	82½	410	12	6
	<i>Sold to as per Contract</i>					325 Louisville ..		10	0	0
17.	25 Michigan ..	20½	101	17	8	By cheque		10	0	0
22.	25 Louisville ..	84½	421	5	0	do.		10	0	0
	To Contango 5%		1	1	0	do.		10	0	0
	Cheque		22	10	0	do.			19	7
	Balance		21	3	7	<i>Carried over to next a/c</i>				
						325 Michigan	19½	96	5	0
						25 Louisville	63½	416	5	0
		£976	12	1			£ 976	12	1	
Rendered	Oct 1st, 1918					<i>By Balance</i>	£ 21	3	7	
		With	E. & Co	mp	limenta.					

LESSON XXXV.

(Home Work.)

Stencilling Processes.

There are so many varieties of Duplicating Machines that it will suffice if we describe one of each style, viz:—

A Flat Frame, and

A Rotary Apparatus.

Diaphragm Mimeograph (Flat Frame).

PREPARING THE TYPEWRITER.

DIRECTIONS.—Clean the type; raise the paper guide rolls, and throw the ribbon out of gear, if the machine is equipped with one.

CUTTING THE STENCIL.

Take a set of stencil sheets, consisting of a type-protecting sheet,* wax sheet and backing sheet, and slip a silk sheet between the wax sheet and the backing sheet.

Run the set of sheets *carefully* into the machine, with the backing sheet towards the cylinder. Type with a firm touch, or the stencil will not be clearly cut. Complex letters, such as *W*, *w*, *M*, *m* and *g*, require more force than the simple ones, or the space-bar may be held down and the letters struck twice; whereas the *l*, the *full-stop*, the *colon*, the *semi-colon*, the *comma*, the *hyphen* and the *underscorer* should be struck fairly lightly.

If a mistake is made, tear away the type-protecting sheet from over the error, block it out with obliterine or correcting fluid, and, when dry, type the necessary correction.

When the stencil is completed, check carefully before removing it from the typewriter, and should there be any errors, either block out as described or varnish on a neat patch cut from an old stencil. This will be found easier than checking after removal, although it can be re-inserted and the necessary corrections made should necessity arise.

Again, if any letter should have failed (owing to imperfect touch) to have penetrated the wax, apply a little Developene.

* If the stencil is to be cut with a machine fitted with a pad, the protecting sheet may be dispensed with, as the fact of the type being damp with the ink prevents the wax from adhering to it.

When duplicating circulars, the signature may be stencilled by placing the stencil on the signature plate, laying a silk sheet over the *face* of the stencil, and writing the signature upon it with a stylus

PLACING THE STENCIL IN THE PRINTING FRAME

See that the handle of the spring on the left-hand side of the frame is turned over to the front of the apparatus, so as to cause the frame to open automatically. Fix a sheet of blotting paper on the base-board, taking care not to cover the four brass studs; place the stencil (as if to read

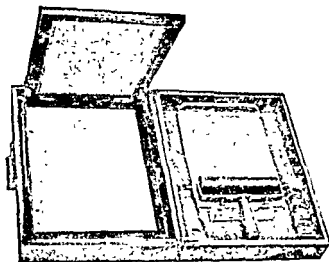


Plate 75

it) on the blotting paper, so that the four corners coincide with the four studs. Close the frame and secure with the latch

ROLLING OFF COPIES

Distribute a small quantity of ink evenly over the slate with the roller; ink up the stencil by passing the roller, in

one direction only, several times over the diaphragm. This will cause the stencil to adhere to the diaphragm and thus do away with the old method of clamping it. When a good copy appears on the blotter, remove the blotter; run off two or three preliminary copies on waste paper, and directly the impression is clear and sharp, proceed to roll off by inserting a sheet, passing the roller lightly over the diaphragm, removing the sheet, and so on, until the requisite number of copies is obtained.

An absorbent paper is preferable for stencilling, but if paper with a hard or calendered surface is used, the ink can be dried immediately by placing the copies back to back between the pages of a drying book, and then putting the book in the press for two or three minutes.

GENERAL CARE OF THE MIMEOGRAPH.

Keep the apparatus perfectly clean, more especially the cloth diaphragm, otherwise the ink will not penetrate. It should be cleaned with the fluid supplied for the purpose, and the superfluous moisture may be absorbed by placing two or three folds of newspaper on the diaphragm and beneath it on the base-board, and passing the roller over it.

The spring should, of course, be thrown out of gear when the apparatus is not in use.

The Roneo Duplicator.

PREPARING THE TYPEWRITER.

Clean the type, and should the typewriter be equipped with a ribbon, throw it out of gear.

CUTTING THE STENCIL.

Take a sheet of Roneo stencil paper* and a sheet of the required size of duplicating paper; place the latter upon the

* Standard stencil paper is recommended for use in hot weather, and it may be hardened by placing on a tray over a bowl of ice just before use. For cold weather use thin stencil paper.

former, with the top of it to the marked headline; note the position at which the first line of typewriting is to fall, and the number on the side scale which represents such position; insert the stencil in the typewriter so that the types will come in contact with the tissue protecting sheet, and roll it in until the given number on the side scale reaches the typing point.

Type with a firm, decisive touch, otherwise the stencil will not be clearly cut. Complex letters, such as *M*, *m*, *W*, *w* and *g*, require to be struck with extra force, or the space-bar may be depressed and the letters struck twice; whereas the *l*, the *full-stop*, the *semi-colon*, the *colon*, the *comma*, the *hyphen* and the *underscorer* should be struck fairly lightly.

When the stencil is completed, remove it carefully from the typewriter; tear off the protecting sheet, and check the typescript. Should any letters have failed (owing to being too lightly struck) to have penetrated the wax, apply a little Developene, which will at once develop them, and if any errors have been made, apply a thin coat of Obliterine, and type the necessary correction.

INKING THE ROMEO

Place the receiver and feed-board in position (see Plate 36); fill the ink reservoir by squeezing the contents of an ink tube into it; see that the release lever (on the right-hand side of the machine) is thrown backwards when not printing. Ink the machine thus. Release the lever of the ink reservoir, and give the machine two turns forward; pull the reservoir lever down, and lock it to the mainshaft, which will make it inoperative. Always re-ink the machine before putting on a new stencil.

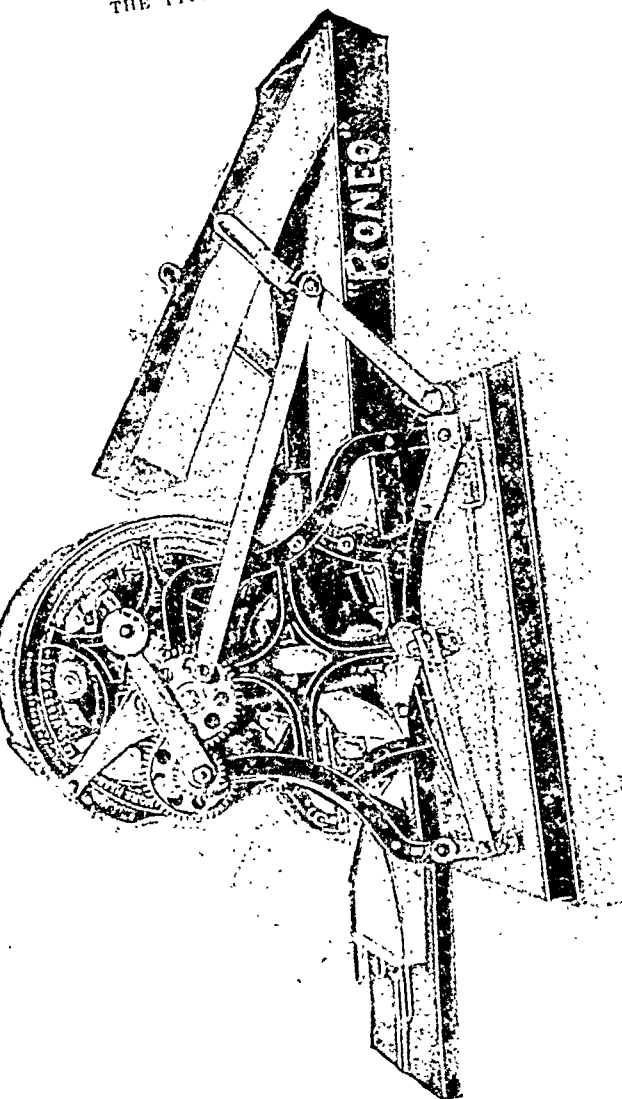


Plate 36.

ATTACHING THE STENCIL.

Lock the cylinder by the gear-lock so that the attaching bar is in front of the machine. Attach the stencil thus: Tear off the ink protector at the perforation No. 1, and put one edge of it under the rear clamp. Lay the stencil on the feed-board, as if to read it; with the right hand lift the stencil by the bottom, and with the left thread the tongue through the slot, placing the centre line on the tongue to the centre line on the bar. Hold the tongue in position with the left hand, and let the stencil gradually fall on to the ink pad, with the edge extending over the ink protector. Finally, moisten the gummed flap and stick it on to the backing sheet (where marked), and tear off the backing sheet at perforation No. 2.

It is desirable to lift the stencil after fastening, and slightly stretch it as it touches the pad, so as to avoid creases.

ROLLING OFF COPIES.

Pull the release lever forward, and feed two or three sheets of paper through, sliding them up to the head guide (on top of the rubber roller), and keeping them close to the side gauge on the feed-board. These sheets should be fed through slowly, and if the machine is properly inked, good copies should then be obtained. If insufficiently inked, the copies will be indistinct, in which case give the machine one more turn with the ink reservoir in operation.

Whenever the machine is turned, either feed through a sheet of paper or push back the release lever, otherwise the impression roller will receive the impression, which will necessitate its being cleaned. If by accident the impression roller should become inked, feed a few sheets of waste paper through the machine, or take it out and wash it with water.

The position of the first line on the copies can be regulated with the "Head-space Regulator," but if the top line is typed in the correct position, as described in paragraph 2 of this lesson, it is not necessary to have recourse to this.

If glazed or hard paper is used, place a slip sheet or blotter between each copy, or under each copy except in the case of

the No. 16 Ronco, which is fitted with an automatic inter-leaving blotter which drops a blotter on each copy. The blotter can, however, be dispensed with by using special paper, which absorbs the ink and dries immediately.

INSCRIBING A SIGNATURE.*

Tear off the protecting tissue, insert the signature plate between the backing sheet and the stencil, and write the signature with a *sharp* stylus, either on the stencil or with a silk sheet intervening. To reproduce the signature in a different colour from the text, write the signature as above described, and then place the stencil on the desk as if to read, cover the signature with a small ink pad, and hold this in position with the fingers while you apply the signature ink with a small brush. Then cover with ink-proof protector; press it gently, and the suction of the ink will hold the pad and the protector in position, while the stencil is placed on the machine in the usual way. When covering the signature with the ink pad and the protector, be careful not to cover any of the text.

To re-ink, lift the stencil and apply the signature ink to the pad

SELF-FEEDING MACHINE.

Place the receiver and the feed-board in position, with the further end of the feed-board well below the rubber impression roller and the two holes in the board fitted on to the studs on the bar.

Push back the release lever. Notice that on the left-hand side of the machine there is a top gear wheel with a lever which fits into a slot. This lever must be pushed down into the slot as far as it will go, to operate the self-feeding device. As the head guide (over rubber roller) is not required when the self-feeder is in operation, fasten it up to the mainshaft by means of the clip.

* Although this method of duplicating a signature saves a vast amount of trouble, it should be borne in mind that circulars may be signed *separately* if preferred, and still be admissible for transmission by the halfpenny post.

INTERLEAVING ATTACHMENT.

Lower the receiver and slip the connecting bar on to the screw on gear wheel (see Plate 36). Place the blotting pad in the tray, resting it on the rocking arms. See that the blotting pad is placed squarely at the end of the tray.

Near the impression roller will be found a projecting plate, which can be raised or lowered as is necessary, in order to throw the copies into the blotters. For thin paper it is advisable to raise the plate, and for thick to lower it. When quarto blotters are used, the plate can be extended by means of two hinged bars which are attached to it.

It is advisable that the operator should turn the handle rather quickly, pausing slightly between each rotation in order to allow a blotter to drop.

FIXING A NEW PAD.

Force up the knobs of the pad rods, and insert the rods into a new pad, pressing them into the slots. See that the pad is free from creases or loose threads.

GENERAL CARE.

The stencil should be removed from the machine as soon as the work is finished, as if it is left on the pad for any length of time the wax will adhere to the pad and prevent the ink from penetrating. To remove a stencil, slit the paper by running the thumb nail along the slot.

When the machine is not in use, throw off the lever, turn the open portion of the cylinder upwards, and put on the cover. The frictional parts should be oiled daily.

EXERCISE 69

(Class Work)

Cut a stencil of the following price list and strike off as many copies as desired.

THE TYPISTS' MANUAL.

Price List.

	£	s.	d.
Al and Legal Copying per folio of 72 words	0	0	1½
ce Sheets and Tabular State-	0	0	2
ments	0	0	2
ossments.....	0	0	2
ical and Scientific Work.....	0	0	2
simile copies	0	1	3
All Carbon Copies two-thirds the price of top copy.	0	1	6
Authors' MSS. 3000 words and over, per 1000	0	0	4
Scientific MSS.	0	0	4
Prompt Books and Plays	0	2	6
Actors' Parts	0	3	0
Typewriting from Dictation			
" " " with one Carbon Copy			
Typewriting in French or German twice the price of English work.			
" " " All Red Ruling extra throughout.			
Addressing Envelopes by Contract... .. per 1000, from	0	10	6
Hire of Machine and Operator, per day (10 to 5)	0	10	6
" " " week	2	10	0
" " " week	0	12	6
Shorthand Typist, with or without Machine, per day ..	3	3	0
" " " week ..	1	1	0
" " " day ..	0	15	0
" " " with Foreign language ..	0	15	0
Typist with Foreign Language	0	0	0
Transcribing Shorthand Correspondence	0	0	3
" " " Authors' MSS., per 1000 words, from	0	0	0
" " " Legal or Scientific	1	1	1
Reporting Meetings, Attendance Fee	0	0	0
Transcribing Verbatim Report	0	0	0

REPRODUCTIONS BY DUPLICATOR (F'CAP).

10 Copies...	s.
20 "	2
50 "	2
100 "	2
Cutting Stencil, 3d. per folio. Minimum price, 1	

EXERCISE 70.

Union of Lancashire and Cheshire Institutes
Typewriting Examination Paper, 1918.

COMMERCIAL COURSE (THIRD YEAR).

(Time allowed, one hour and a half.)

GENERAL INSTRUCTIONS

If the rules are not attended to, the Exercise will be cancelled

You should attempt the whole of the questions. Accuracy and neatness being of the greatest importance, the quality of the work will be noticed, rather than the speed.

Candidates may use rulers and ink for ruling purposes, also paper for any calculations or notes necessary in the working of the tests, but such paper must be attached to the Exercise, and marked with the candidate's schedule number.

The number of marks assigned to each question is given in brackets. The maximum number of marks obtainable is 100.

1. Type the following letter, paying special attention to correct spelling, punctuation, paragraphing, &c. [15]

Mr. "Noble" St
Leeds 26th Nov 17

Messrs J. Jones & Co. Leeds

Sir,

On 12th inst we got from you a consignment of Ladies Coats, Mantles & Waterproofs. As you are aware we had had to wait a considerable time for these four customers were put to an inconvenience. We did not complain of this as things are well known at the present time. But we have to complain make a very serious complaint re the condition of the goods when they did arrive.

(A) Several of the coats are of such lovely women material that we cannot possibly dispose of them as they will not stand any wear. This is also resulting from the ^{slightest} friction.

(B) Waterproofs are not according to sample. Kindly say what we are to do in the matter.

Yours f'ly,
Jenkins Jones & Co

THE TYPISTS' MANUAL.

THE TYPIST'S MANUAL.

Type a letter in reply to the one given in Question 1. Say that you are helpless in the matter. Owing to the war, wool is very scarce, the goods sent are the best obtainable at the moment. Even these cannot be replaced. Buyers may return them if they desire so to do. [15]

(a) Name some causes of the sticking of the paper carriage of your typewriter, and say how you would remedy the defect. [20]
[15]

(b) Explain the use of the column finder.
Type a copy of the following:—

(a) Name some causes of the sticking of the typewriter, and say how you would remedy the defect.

(b) Explain the use of the column finder.

Write a copy of the following:—

4. Carefully type a copy of the following:—

BELGIAN FUND.		BELGIAN FUND.	
Dr.	£ s. d.	By	£ s. d.
RECEIPTS.		Rent ..	
To Balance forward	50 18 10	Insurance ..	17 6 2
Special Donation for Rent ..	20 0 0	Supplementary Allowance ..	6 7 3
Subscriptions	38 1 11	Food ..	2 17 8
Collections	1 11 8	Presents for Clothing, &c. ..	1 0 0
Repayment from Town Hall ..	14 0	General Household Expenses ..	1 15 0
Bank Interest	1 5 10	Grant for Travelling	
		Doctor and Optician	2 9
		Balance: At Bank £58 ..	4 10 11
		" In hand ..	62 13 8
			£112 12 8

compared them with the books and vouchers

H. MABEL CLARIDGE.

I have examined the above account, and certify them to be correct.

5. (a) What fingering would you use in typing the following: We regret delay in delivering the goods

Use x a b c d to represent thumb and fingers of right hand

„ X A B C D „ „ „ left „

(b) Divide as at the end of a line the following words: Manchester, Jerusalem, lulled, credited

May all words be divided * [20]

6. Type carefully in proper commercial form an invoice from the following unarranged details:—

Messrs. Wilkins and Todd, 16, George St., Leeds, bought from Peter Thornton, Ltd., Paragon Works, King St., Liverpool, on 28th Nov 1917

(1) Simple Wheel and Axle of hardwood diameters 6 in. & 1½ in. with steel spindle turning in metal bearings, self-contained on board, for wall mounting 10/6, (2) Differential Wheel and Axle of hardwood 12 in., 6 in., and 3 in diameters fixed on steel spindle turning in pedestal bearings on well finished board for wall mounting £2—2—0

Both complete with cord and pulley

Weights, pans, and hangers extra

Terms, 5% cash on delivery [15]

5. Correct, punctuate, supply capitals, set out, and type carefully the following:—

[10]

War Savings

Extract from Review of a Local Movement

The ^{Central} Local Committee for ^{War} Savings has recently been taking stock of the movement in the light of the results of its work which are set out in detail in an excellent report. It is very gratifying to those responsible.

It has in a course of 12 months or rather less secured the establishment of 276 war savings associations the membership of which was on Sept 30 last 23256 or within below 10% of the population. The total contribution made for investment in War Savings Certificates was \$10,886 or over \$40 per member.

The work was responsible for the local War Savings Campaign which resulted in investment of over 11½ millions

in new money. It may be said to have achieved great things during the period of its existence. It is able only on a new campaign for its renewed efforts are certain to meet with considerable success. The Committee has endeavored to secure the purpose for which the National War Savings bond was set up 18 months ago.

x especially considering the large area covered

if judging by the past

6. (a) Explain the process of duplicating a letter

(b) What do you know of either—

(1) A tabulator, or

(2) A machine for adding and subtracting

7. Type the following in proper form :-

(a) *Commercial Geography* by F.G.N. Smith M. A. Professor of Economic Science at Brown College Fewston. London Macmillan & Co. Ltd., New York, the Macmillan Co.

(b) The East London Banking Co., Ltd., Capital £2,000,000 divided into 50 000 Ordinary Shares of £20 each, and 50,000 Five per Cent Cumulative Preference Shares of £20 each. First issue £1,000,000, 25,000 Ordinary shares of £20 each at par and 25,000 Cumulative Preference Shares of £20 each at £2 premium. [15]

8. Type an Invoice in proper form from the following particulars :-

Date. 30th Nov. 1917.

Buyers :—Murdoch and Green, 21, Ridgway St., Manchester.

Sellers :—James & Duff, 20, Moss Place, Liverpool.

15 yds. velvet @ 6/ , £1 — 10 — 0, 6 yds. Honiton Lace @ 9/3, £2 — 15 — 6, 20 yds. Irish Poplin @ 5/6, £5 — 10 — 0, 30 yds. Black Silk @ 4/9, £7 — 2 — 0, 12 pairs Black kid gloves @ 2/9, £1 — 18 — 0, 6 prs. tan kid gloves at 2/6, 15/-, 12 prs. Special velvet finish @ 3/9, £2 — 5 — 0. Total £24 — 11 — 0.

Less 5% discount.

E. & O E.

[10]

APPENDIX.

The Typists' Referee.

Commercial and other Abbreviations.

In the following list "L" stands for Latin, "Fr" for French, "It" for Italian, "Sp" for Spanish and "Gr" for Greek.

A. or ans.	Answer.
a.	acre-s
Al	first class
a. or aa. (L. ana)	a like quantity of each
A.B. (L. Artium Baccalau- reus)	Bachelor of Arts
abbr.	abbreviation.
Abp.	Archbishop.
A.C. (L. ante Christum) . .	Before Christ.
a/c or acct	account.
acc/c or A/C... ..	account current.
accomp.	accompany
acknea.	acknowledges
a/d	after date
A.D. (L. Anno Domini) ..	In the year of our Lord
A.D.C.	Aide-de-camp
adjd.	adjourned
adju.	adjudication
Ad lib. or ad libit. (L. ad libitum)	At pleasure
Ad int. (L. ad interim) . .	In the meanwhile
adultn	adulteration
adv.	advertisement.
ad val. (L. ad valorem) see a/v	according to value
Æt. (L. ætatis).... .	aged.
agb.	a good brand any good brand

THE TYPISTS' MANUAL

ic.....	agent.
trn.....	agriculture; agricultural.
L.M. or M.A. (L. Artium	alteration.
Magister)	Master of Arts.
a.m. (L. ante meridiem)	before noon.
A.M. (L. Anno Mundi)	In the year of the world.
amendts.	amendments.
amt.	amount.
an. (L. anno)	in the year.
anal.	analysis.
analt.	analyst.
anc.	ancient.
anny.	annuity.
anon.	anonymous.
anor.	another.
a/o or A/o.....	account of.
appg.....	appointing.
appln.	application.
approx.	approximate; approximately.
apptd.	appointed.
appx.....	appendix.
aq. (L. aqua).....	water.
Arbr.....	Arbitrator.
arch.	architecture.
a'r.....	all risks.
A.R.A.	Associate of the Royal Acad
arr.	arrive; arrived; arrival.
Art.	Article.
A.R.S.A.	Associate of the Royal Academy.
A.R.S.S. (L. Antiquariorum	Fellow of the Royal S
regie societatis socius)	Antiquaries.
A.	Anglo Saxon.
A.S.A.A.	Associate of the Soci
	corporated Accou
	Auditors.
s/s or A/S.....	account sales.
asctg.	ascertaining.

assent.	assignment.
asst.	assistant.
authy.	authority.
A.V.	Authorized Version; Artillery Volunteers.
A/v (L. ad valorem)	According to value.
Ave.	Avenue.
Avoir.	Avoidupois.
b.	born.
B/-	Bags of; bales of.
B A. (L. Baccalaureus Artium)	Bachelor of Arts.
Bac.	Bickwardation (Stock Exchange).
Bal.	Balance.
Bart. or Bt. . .	Baronet.
B/B or B.B. . .	Bill Book
B C	Before Christ.
B.C.L.	Bachelor of Civil Law.
B D.	Bachelor of Divinity.
B.D.	Bar draft (Freight term).
Bd.	Bound, Board.
Bds. ...	Bound in Boards.
B d. i.	Both days inclusive
B/E	Bill of Exchange
B F or B, f	Brought forward
B.H.P.	Brake Horse Power
Bk. ...	Book, Bank
Bk/c.	Bank Credit
Bkey.	Bankruptcy
B L	Bachelor of Laws
B/L	Bill of Lading.
Bldgs.	Buildings
Bls. or B/s	Bales.
Bly.	Barley
B.N. ..	Bank Note.
b/o ..	Brought over (Book-keeping term).
B. of E.	Bank of England
B. of T.	Board of Trade
B/P	Bills Payable.
B.P.B.	Bank Post Bill

B/R	Bills Receivable.
B/S	Bill of Sale.
B.S.	Balance Sheet.
B.Sc.	Bachelor of Science.
Bsh.	Bushel.
B.S.L.	Botanical Society of London.
b.t.	berth terms (Freight term).
Bx.	Box.
Bxs.	Boxes.
C/-	Case. Example :—C/- No. 200.
c/-	coupon.
c.	cent-s; centime-s; century; cubic.
C.	Cent-grade.
C.A.	Chartered Accountants.
C/A	Capital Account (Book-keeping term).
cancldg.	cancelling.
Cap. (L. caput)....	Chapter.
cap.	capital.
caps.	capitals.
C.B.	Companion of the Bath.
C/B or C.B.	Cash Book.
C.C.	County Council.
c.cm. or c.e.	cubic centime-re-s.
c/d	carried down (Book-keeping term)
cent. (L. centum)	A hundred.
C.E.	Civil Engineer.
C.F.	Carried forward.
C. and F.	Cost and freight
c.f. or c.ft.	cubic foot; cubic feet.
Cf. (L. Confer)....	Compare.
c.f.i.	cost, freight and insurance.
C.f.o.	Cork (or Channel) for orders (Freight term).
Cge. pd.	Carriage paid.
Cge. fwd.	Carriage forward.
C.H.	Clearing House; Counting House; Custom House.
Ch. fwd.	Charges forward.
Ch. ppd.	Charges prepaid.

C.I.	Cast Iron
Cia. (Sp. Compañia)	Company
Cie. (Fr. Compagnie)	Company
cif.	Cost, Insurance and Freight
cif. and c.	Cost, Insurance, Freight and Commission
cife.	Cost, Insurance, for sea and for exchange
C.I.R.W. Pipe	Cast Iron Rain Water Pipe
ck.	check
cm.	certificates
C.M.	Certified Master
C.M.	Common Measure
C.M. (L. Chirurgiae Magister)	Master in Surgery
C/n	Credit note
c/o.	care of, carried over
C/O	Cash Order
Co. or Coy.	Company
Co.	County
C.O.D.	Cash on Delivery
Col.	Colonel
Coll.	College
Com.	Commander, Commodore, Committee
Con. (L. Contra)	Against
Con. cr.	Contra Credit
Contra.	Contracted, Contraction
consht.	consignment
Cons. stk.	Consolidated stock
Cor. Mem.	Corresponding Member
Cor. Sec.	Corresponding Secretary
C. or as if C.	Chartered or as if Chartered (Insurance term)
C.P.	Candle Power; Charter Party
cp. (L. compara)	Compare
C.p.d.	Charterers pay dues (Freight term)
Cr.	Credit, creditor
C.S.	Cotton Seed
C.T.	Certified Teacher
cz. (L. centum)	A hundred

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.....	cartage.
.....	contango (a commission paid to sellers of Stock or Shares by speculators who are unable to take up their Stock, and who require credit until they are able to complete the contract by paying for the Stock bought).
.....	cubic.
.....	With dividend.
.....	Current—this month.
.....	A hundredweight. (C. for centum and wt. for weight.)
.....	Currency.
.....	Cyclopædia.
.....	Draft (an allowance made to the buyer by the seller for draft or slight variations in weighing).
.....	Died ; five hundred.
.....	A penny ; pence.
.....	days after acceptance.
.....	Documents against acceptance.
.....	documents against acceptance or payment.
.....	Deposit Account (Banking term).
.....	Day Book.
.....	Deals, battens and boards.
.....	Debit.
.....	From the beginning.
.....	Demand Draft.
.....	Doctor of Divinity.
.....	Double draft.
.....	days after date.
.....	Debenture.
.....	deceased.
.....	Degree.
.....	"He drew it." Put after draftsman's name on gravings.
.....	Del. (L. Deliniavit)
.....	decided.
.....	Deg. or
.....	D.D. (L. Divinitatis Doctor)
.....	D.D. (See D.)
.....	d/d
.....	Deb. or Debt.
.....	D.C. (It. Da capo)
.....	D.B. & B.
.....	D/B or D B.
.....	D/A
.....	d/a d p
.....	D.A.
.....	d/a
.....	d. (L. denarius, denarii)
.....	D.
.....	D. (see D.D.)
.....	Cyc.
.....	Cy.
.....	Cwt.
.....	Cur. or Curt.
.....	cum. div. (L. cum dividendo)
.....	mb.

Del.	Delegate.
Del. (L. Dele) also written d/	Delete, omit
del cred. (It. Del Credere) .	A guarantee on the part of a commission agent of the sol- vency of a purchaser.
deld. or dd.	delivered
dely.	delivery
dely. and re-dely	delivery and re-delivery.
Dept. or Dep.	Department.
D.G. (L. Dei Gratia)	By the grace of God.
dia. or diam.	diameter.
dis.	discount.
Div.	Division.
Divd	Dividend
dks.	locks.
D.Lit.	Doctor of Literature.
D.L.	Deputy Lieutenant.
d.l.o.	dispatch loading only (Freight term)
D.L.O.	Dead Letter Office.
D.M.	Doctor of Music.
D/n	Debit note.
D/O	Delivery Order
Do. (It. ditto)	The same
Dols	Dollars.
D/P	Documents against Payment.
d.p.	direct port (Freight term).
D.R.	Double Refraction (Mining term), Deposit Receipt (Banking term).
Dr.	Doctor, debtor.
Drn.	Drachm (weight).
d/s	days after sight.
D.V. (L. Deo volente).. ..	God willing.
D.W.	Dock Warrant (Freight term)
d.w. ..	dead weight (Freight term).
dwt .. .	pennyweight (d for denarius [penny] and wt for weight)
ea.	each

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.....	East Central; Established Church.
.....	East Coast Ireland.
Ireland	Editor; Edition.
.....	Errors Excepted.
(L. exempli gratia)	for example.
.....	electromotive force.
e. or Encl.	Enclosure-s.
ey.	Encyclopedia.
& O E.	Errors and omissions excepted.
t al. (L. Et alibi)	And elsewhere.
Et alii.	And others.
etc. or &c. (L. et cetera)	and so on.
Et seq. (L. et sequentes or sequentia)	And the following.
Ex.	Example.
ex.	out of or from (e.g. ex SS. Majestic=from [or out of] steamship Majestic).
Ex.	without (e.g. ex. interest).
Exch.	Exchange.
exd.	examined.
Ex/d (L. ex dividendo) also written Xd.	Without dividend.
Ex/c	Without coupon.
excldg.	excluding.
oxs.	expenses.
f.	for (Printer's contraction).
f.a.a.	free of all average.
Fahr.	Fahrenheit.
f.a.q.	fair, average quality.
f.a.s.	tree alongside.
F.C.B.	Folio Cash Book.
fc. or fr.	franc.
Fcp. or f'cap.	Foolscap.
f.c.s.	free of capture and seizure.
f.d.	free dispatch (Freight term).
F.D. (L. Fidei Defensor)	Defender of the Faith.
fec. (L. fecit)	he did it.
f.f.a.	free from alongside.
f.g.a.	free of general average.

F.G.F.Fair, good, fair (an official classification of cotton, as recognised by the Liverpool Cotton Association).
F.G.M.Fair, good middling (an official classification of cotton, as recognised by the Liverpool Cotton Association).
Fl.	Fine (an official classification of cotton, as recognised by the Liverpool Cotton Association).
F.I.A.		Full interest admitted (Insurance term).
Fig. (L. figura)		Figure.
fo. or folfolio.
F.O	Foreign Office, Firm Offer.
F/OForeign Overcharge.
f.o.b.	free on board
f.o.r.	free on rail.
f.o.t.	free on trucks.
f.o.w.	free on wharf; first open water (Freight terms)
fp or fcap		foolscap.
F.P	Fire Plug.
f.p.a.	free of particular average.
Fr.	Fair (an official classification of cotton).
fr.		frame (Engineering term).
frs	frames (Engineering term).
frt.	freight.
F.S.A.A.	Fellow of the Society of Incorporated Accountants and Auditors.
ft.foot, feet.
f.t.full terms (Freight term)
Fwd.	Forward
G/a		General average
gall.	gallons.
Galvd.	Galvanised.
G.b.o	Goods in bad order
G.C.M		Greatest Common Measure.
Gd	Good (an official classification of

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.....	General.
.....	Good, fair (an official classification of cotton).
.....	Good, middling (an official classification of cotton).
.....	Good marketable brand.
b.	guineas.
.....	Good, ordinary (an official classification of cotton).
.....	Good ordinary brand.
o.b.	General Post Office.
P.O.	Georgius Rex (King George).
R.	gross register.
r.	grain.
gr.	gross; grains.
gr. wt.	gross weight.
G.V. (Fr. <i>grande vitesse</i>)	Fast goods train.
h.	have (Printer's abbreviation).
Hf bd.	Half bound.
Hhd.	Hogshead.
H.M.C.	His Majesty's Customs.
H.M.G.	His Majesty's Government.
H.M.S.	His Majesty's Service or Ship.
Ho.	House.
H. of C.	House of Commons.
H.P., HP., or h. p.	Horse power.
H.P.N.	Horse power nominal.
H.R.	House of Representatives.
I.B.	Invoice Book.
Ib. or Ibid. (L. <i>Ibidem</i>)	In the same place.
Id. (L. <i>Idem</i>)	The same.
i.e. (L. <i>id est</i>)	that is.
I.H.P.	Indicated horse power.
imp	imperial.
in.	inch, inches.
inoldg.	including.
Incog. (it. <i>incognito</i>)	Unknown.
in ex. (L. <i>in extenso</i>)	at full length.
Infra dig. (L. <i>Infra dignitatem</i>)	Beneath one's dignity.

In lim. (L. In lumine).At the outset.
In loc. (L. In loco)	..In the place.
ins. or insceIn-urance.
instInstant (the current month).
In. stk.Inscribed stock.
intinterest.
In trans (L. In transitu)	..In transit.
inv.	invoice.
I/o	Inspecting order
I.O.U.	.I owe you.
i q (L. idem quod)	.the same as
I.R.O.	Inland Revenue Office.
Ital.	Italics
J/a or J/A	Joint Account.
J.P.	Justice of the Peace
Jun. or Junr	Junior.
Kilo	Kilogramme.
Kilos	Kilogrammes.
lb. (L. libra)	.a pound (weight).
L.C. or L/C	Letter of credit.
l.c. (L. loco citato)	..in the place cited, lower case (Printer's term)
L.C.M.	Least Common Multiple.
Ld...	Lord.
ldg	loading (Freight term)
Ldp.	Lordship.
L.H.A.R	London, Hull, Antwerp or Rotterdam (Freight term).
lib. (L. liber)	..book.
L.I.PLife Insurance Policy.
L.MLong Metre.
L.M.	Low, middling (an official classification of cotton)
loq. (L. loquatur)	..speaks
L.P.Lord Provost (Scotland)
lexletters
l. s. d. (L. libræ, solidi, denarii)	.Pounds, shillings and pence
ldLimited.
. or Mons (Fr Monsieur)	.Mr.; Sir.

M. (Fr. mille)	A thousand (also written thus /m, e.g., 30/m = 30,000; 40/m = 40,000).
M.A. (L. Artium Magister)...	Master of Arts.
max.	maximum.
M.C.	Master of Ceremonies.
m/c	metallic currency.
M.D. (L. Medicinæ Doctor)...	Doctor of Medicine.
m/d	months after date.
mdse.....	merchandise.
Mdlle. or Mlle. (Fr. Mademoiselle)	Miss.
M.E.	Mining Engineer; Mechanical Engineer.
Mech.	Mechanics.
Mem. or memo.....	Memorandum.
Mem. (L. memento).....	Remember.
messe.	message.
Messrs.(Fr. Messieurs).....	Sirs; Gentlemen.
mfg.	manufacturing.
mfr.	manufacturer.
min.	minimum; minute.
minl.....	mineral.
M.I.P.	Marine Insurance Policy.
mks.	marks.
MM. (Fr. Messieurs).....	Gentlemen; Sirs.
M.M.	Mercantile Marine.
mm.	millimetre-s.
m/m	made merchantable.
M.M.A.	Merchandise Marks Act.
Mme. (Fr. Madame).....	Madam.
mo.	month.
Mons. or M. (Fr. Monsieur) ..	Mr.; Sir.
mos.	months.
moy.....	money.
M.P.	Member of Parliament.
M.R.	Mate's receipt; Midland Railway.
M.S. (L. memoriæ sacrum)...	Sacred to the memory of.
m/s	months after sight.
MS. ..	Manuscript.

M.S.A.	Merchant Shipping Act.
M.S.	Manuscript.
Mus. B.	Bachelor of Music.
Mus. D.	Doctor of Music
N.A.	No advice.
N.B (L. nota bene).....	Mark well or take note.
N/C	New Charter.
N/C or any ..	New Charter or any direct port (Freight term)
Nem. con. (L. nemine contradicente)	No one contradicting
Nem. dis. (L. nemine dissentiente)	No one dissenting.
nett.	without deduction
nil.	nothing
n l. (L. non liquet)	it appears not.
Nls.	Nodules.
N.M.	No mark; not marked.
No. (Fr. numero) ..	Number.
Nod.	Numbered.
n/o	no order (Banking term).
non obst. (L. non obstante) ..	notwithstanding.
non pros. (L. non prosecutor) ..	he does not pursue or prosecute.
non seq (L. non sequitur) ..	it does not follow (as a conse- quence).
no red. B/ch. ..	no reduction Bristol Channel (Freight term).
Noa.	Numbers
no T.P..	no Time Policy (Insurance term)
N.P.	New paragraph; Notary Public.
N.R.	Not ready (Printer's term)
Nr.	Near.
n.r.	nett register.
n/s.....	not sufficient (Banking term).
N/S ..	New Style.
o	of; ought; order.
O/.	To the order of, e.g., "O/Parkins & Son," means "To the order of Parkins & Son." It also signifies Order No., e.g., O'6197 = Order No 6197.

o/a.....	on account of.
Ob. (L. obiit)	Died.
o/o	overcharge.
O/C	Open Charter (Freight term).
o/d.....	on demand ; overdraft; overdrawn.
O.H.M.S. ..	On His Majesty's Service.
O.K.	All correct.
O/o	Order of.
O.P.	Out of print (Printer's term).
O.R.	Official Receiver.
or. ora.	other ; others.
orwise.	otherwise.
O.S.	Out of stock (Printer's term).
o/a.....	outstanding ; old style.
oz. or $\frac{1}{3}$	ounce-s.
p.	page (pp. pages) ; per.
p.	pole-s.
P/A	Private Account (Book-keeping term).
p.a. or per ann. (L. per annum).....	by the year.
par.	paragraph.
P.C.	Privy Council ; Privy Councillor ; Police Constable.
p.c.....	by the hundred ; post card ; petty cash.
P/C	Prices current.
P.C.B.	Petty Cash Book.
pel.	parcel.
pes.	pieces.
pd.	paid.
per pro., p. pro., p.p.	per procuration (by power of attorney).
pfge.	pfennige.
Pinx. or Pxt. (L. pinxit).....	He or she painted it.
Pk.	peck (measure).
Pkg.	packing.
Pkgs.	packages.
P. & L.	Profit and Loss.
P.L.A.	Passengers' Luggage in Advance.
p.m. (L. post meridiem).....	afternoon.
P.M.	Postmaster.

P.M.G.	Postmaster General.
P.N.	Promissory Note.
P.O.	Post Office; Postal Order.
P.O.B.	Post Office Box.
P.O.O.	Post Office Order.
pop.	population.
P.P.	post paid; picked ports (Freight term).
P.P.	Parcel Post.
P.P.C. (Fr. pour prendre congé)	To take leave.
p.p.i.	policy proof of interest (Insurance term).
ppt.	prompt loading (Freight term).
pr.	pair; price.
prem.	premium.
pro tem. (L. pro tempore)	for the time.
prox. (L. proximo)	in the next (month being understood).
P.S. (L. post scriptum)	Postscript.
pt.	pint (measure).
P.T.O.	Please turn over.
P.V. (Fr. petite vitesse)	Goods train.
Q.	Question.
q. (L. aqua)	water.
q.d. (L. quasi dicat)	as if he should say
q.e. (L. quod est)	which is.
q.e.d. (L. quod erat demonstrandum)	which was to be demonstrated.
q.e.f. (L. quod erat faciendum)	which was to be done.
q.e.o. (L. quod erat inveniendum)	which was to be found out.
q.l. (L. quantum libet)	as much as you please.
qlty.	quality.
qr.	quarter.
qrs.	quarters.
q.s. (L. quantum sufficit)	a sufficient quantity
Q.S.	Quarter Sessions
qt.	quart.

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.....	quantity.
.....	Quartz (Mining term).
(L. quid vide or	which see.
quod vide)	King; Queen.
(L. rex; regina)	Take.
(L. recipe)	road-s.
R.C.	Roman Catholic.
R/o	Re-charge.
R.D. or R/D	Refer to Drawer (Banking term).
Rd.	Road.
R.D.C.	Running down clause (Insurance term).
R.E.	Royal Engineers.
recd.	received.
rect. or rct.	receipt.
regd.	registered.
Rept.	Report.
R.I.	Refractory Index (Mining term).
R.I.P. (L. requiescat in pace)	Rest in peace.
Rly.	Railway.
Rm.	Ream; room.
R.O.	Receiving Office.
R.P. or R. pd.	Reply paid.
r.p.	return of post.
R.R.	Rail-road.
Rt. Hon.	Right Honourable.
Rt. W.	Right Worshipful.
R.S.O.	Railway Sub Office.
R.S.V.P. (Fr. Repondez s'il vous plait)	Reply if you please.
R.W.	Rain water.
S.	Switch (Electrical term); s.
s. (L. solidi)	shilling-s.
S.B.	Sales Book.
Sc. or Scil. (L. scilicet)	To wit, namely.
Schd.	Schedule.
sd...	said.
S/D	Sea damaged.
Sec.	Secretary; section.

secy.security.
SediySedimentary (Mining term).
SenrSenior.
seq. (L. sequentes or sequentia)....the following.
S.G. (L. salutis gratia)For the sake of safety (Insurance term).
s gspecific gravity.
Sgd.Signed
Sgr. (It Signor)Mr.; Sir.
sh. or shr.share.
S N.Shipping Note
S O.Sub Office.
Solr.Solicitor.
S p.dSteamer pays dues (Freight term).
spdls.spindles (Engineering term).
sqsquare
Sres. or Sra. (Sp Señores)....Messrs; Mrs.
S.S & CSame sex and country (Freight term).
SS, S.S, or S/SSteamship
St...Saint; street; stone (we st.)
StatStatute
Stl.Standard
Stcr. or StgSterling
Stk.Stock
StrStraw
Subs. cap....Subsided capital.
Supp....Supply
Surv. GenSurveyor General
S.V. (L. sub voce)Under word or voice
S.W.G.Standard Water Gauge
SynSynopsis
tton
ttreat (Pronounced as such)
TceTreaty
Tech.Technical
TgTelegram
T.L.OTotal Loss

/	the; also denotes <i>to</i> when used between figures, <i>e.g.</i> , 6/8 weeks = 6 to 8 weeks.
T.O.	Turn over.
tonn.	tonnage.
t.r.	tons registered.
tr.	transpose.
T.t's	Telegraphic transfers.
U/a	United Kingdom for orders (Freight term).
U.C.	Urban District Council.
U.D.C.	United Kingdom for orders (Freight term).
U.K.f.o.	United Kingdom, Havre, Antwerp or Dunkirk.
U.K.H.A.D.	in the last (month understood).
ult. (L. ultimo)	as above.
u.s. (L. ut supra)	Underwriter.
U/W	see.
v. (L. vide)	against.
v. (L. versus)	volt (Electrical term).
v.	for example.
v.g. (L. verbi gratia)	namely.
viz. (L. videlicet)	volume.
viz.	with (Printer's contraction).
vol.	Warehouse Book; Way Bill; Water Ballast.
w.	West Coast England.
W.B.	Week ending.
W.C. England	wrong fount (Printer's term).
W/E	Wrought Iron.
w.f.	week.
W.I. also Wrot. I.	to which refer.
wk.	wrought.
w.r.	weight.
wrt.	Waste Water; Warehouse War-rant.
wt.	without coupon.
W.W.	without dividend.
x.ep. or x/cp.	without interest.
x.d. or x/d.	
x.in. or x/in	

Xd.	Examined
Xd Nls	..Crystallized nodules (Mining term).
Xtl	..Crystal (Mining term).
Y/A R	..York/Antwerp Rules (Insurance term)
Yd	..Yards
yr	your; year.
yrs	years

Terminations.

ce (written above the line) equals termination "ance" or "ence" as attend^{ce} (attendance).

g (written above the line) equals termination "ing" as copy^g (copying).

mt (written above the line) equals termination "ment" as endorse^{mt} (endorsement).

n (written above the line) equals termination "tion" "sion" or "ion" as satisfacⁿ (satisfaction).

r (written above the line) equals termination "ever" as which^r (whichever)

Abbreviations for Towns, Counties, States, &c.

Ala. or Al	...Alabama (U.S.A.)
ArizArizona (U.S.A.)
ArkArkansas (U.S.A.)
B.C. .	..British Columbia
Beds .	..Bedfordshire
Berks .	..Berkshire
B.I.British India
Bucks.Buckinghamshire
B'ham or B'm	..Birmingham
B'head.Burkenhead.
CalCalifornia (U.S.A.)
Cam or CambCambridge
Camb.Cambridgeshire
Cantab. (L.Cantabrigiensis).....	Of Cambridge
Cantuar. L. Cantuaria)	Canterbury.

C.E.	Canada East.
C.I.	Channel I-lands.
Colo.	Colorado (U.S.A.).
Conn. or Ct.	Connecticut (U.S.A.).
Corn.	Coruwall.
C.W.	Canada West.
Del.	Delaware (U.S.A.)
Den.	Denmark.
Dub.	Dublin.
Ebor. (L Eboracum)	York.
Edin.	Edinburgh.
E.I.	East India or East Indies.
Eng.	England.
Exon. (L Exonia)	Exeter.
Fa or Flor.	Florida (U S.A.).
'Frisco.	San Francisco (California).
G.B.	Great Britain.
G.B. and I.	Great Britain and Ireland.
Ga. or Geo.	Georgia (U.S.A.).
Hants.	Hampshire.
Herts.	Hertfordshire.
Ia. or Ind.	Indiana (U.S.A.).
Icel.	Iceland.
Ill.	Illinois (U.S.A.).
Ind.	India.
I.T.	Indian Territory (U.S.A.).
I.W.	Isle of Wight.
Io.	Iowa (U.S.A.).
Kan. or Ks.	Kansas (U.S.A.).
Ky. or Ken.	Kentucky (U.S.A.)
L.C.	Lower Canada.
La. or Lou.	Louisiana (U.S.A.).
Lon. or Lond.	London.
L'pool.	Liverpool.
Mass.	Massachusetts (U.S.A.).
M'c or M'chester.	Manchester.
Md.	Maryland (U.S.A.).
Me.	Maine (U S.A.).
Mich.	Michigan (U.S.A.),
Minn. or Ma.	Minnesota (U.S.A.).

Miss. or Mis.	Mississippi (U.S.A.).
Mo.	Missouri (U.S.A.).
Mont.	Montana (U.S.A.).
N.A.	North America.
N.B.	New Brunswick (N.A.); North Britain.
N/c	Newcastle.
N.C.	North Carolina (U.S.A.).
N.D.	North Dakota (U.S.A.).
Neb.	Nebraska (U.S.A.).
Neth.	Netherlands.
Nev.	Nevada (U.S.A.).
N.F.	Newfoundland.
N.H.	New Hampshire (U.S.A.).
N.J.	New Jersey (U.S.A.).
N.M.	New Mexico (U.S.A.).
Northants	Northamptonshire.
Northumb.	Northumberland.
Notts	Nottinghamshire.
N.S.	Nova Scotia.
N.S.W.	New South Wales (Australia).
N.T.	Nevada Territory (U.S.A.).
N.W.T.	North West Territory (Canada).
N.Y.	New York (U.S.A.).
N.Z.	New Zealand.
O.	Ohio (U.S.A.).
Ore. or Or.	Oregon (U.S.A.).
Oxon. (L. Oxonia)	Oxford.
Pa. or Penn.	Pennsylvania (U.S.A.).
R.I.	Rhode Island (U.S.A.).
S.A.	South America, South Africa.
Salop.	Shropshire.
S.C.	South Carolina (U.S.A.).
S.D.	South Dakota (U.S.A.).
Tenn. or Ten.	Tennessee (U.S.A.).
Tex.	Texas (U.S.A.).
U.C.	Upper Canada.
Uh.	Utah (U.S.A.).
U.K.	United Kingdom.
U.S.	United States.

U.S.A	United States of America.
U.T.	Utah Territory (U.S.A.).
Va.	Virginia (U.S.A.).
Vt.	Vermont (U.S.A.).
Wash.	Washington (U.S.A.).
W.I.	West Indies or West India.
Wis.	Wisconsin (U.S.A.).
W. Va.	West Virginia (U.S.A.).
Wyo.	Wyoming (U.S.A.).

Foreign Words and Abbreviations.

Sgr.	Signor (Italian)	Mr. or Sir.
Sres.	Señores (Spanish)	Messrs. or Sirs.
Herrn ...	Dative case of Herr (German)	Mr. or Sir.
Used in addressing an envelope and often preceded by "au" (to) <i>e.g.</i> An Herrn Bismarck		
To Mr. Bismarck		
Herren..	(German)	Messrs. or Sirs.
et	(French)	and.
y	(Spanish)	and.
Cia	(Spanish = Compañía)	Company.
Cie	(French Compagnie)	Company.

Example :

Señores Cervantes y Cia.
(Messrs. Cervantes & Co.).

Miscellaneous Signs, &c.

£	pound or pounds (sterling).
\$	dollar or dollars.
c	cent or cents (see c. under General Abbreviations).
₹	rupee.
/	shilling, shillings.
£	case.
@	at.
₹	per, by.

- ʒdrachm, as ʒi one drachm; ʒss half a drachm;
 ʒiss one drachm and a half; ʒij two
 drachms.
 ʒscruple, as ʒi one scruple; ʒss half a scruple;
 ʒiss one scruple and a half; ʒij two
 scruples.

Apothecaries' Measure.

- o. (L. octarius)...pint.
 ʒfluid ounce.
 ʒfluid drachm.
 m.minim or drop.

Forms of Address.

AMBASSADOR.

Ambassadors have *Excellency* prefixed to their other titles and their accredited rank added.

Superscription. To His Excellency the Right Hon. Sir.....
 H.B.M's.* Ambassador Extraordinary and
 Plenipotentiary.

Commencement. Sir,

Subscription.... I have the honour to be,
 Sir,

 Your Excellency's most obedient servant

The Wife of an Ambassador has *Excellency* added to her other titles.

ARCHBISHOP.

Superscription. To His Grace the Lord Archbishop of.....

Commencement. My Lord Archbishop,

Subscription.... I have the honour to be,

 My Lord Archbishop,

 Your Grace's most obedient servant,

* His Britannic Majesty.

ARCHBISHOP (Irish)

Superscription The Most Rev. The Archbishop of.....
Commencement Most Rev. Sir,
Subscription I have the honour to be,
 Most Rev. Sir,
 Your most obedient servant,

ARCHDEACON

Superscription The Venerable the Archdeacon of
Commencement Venerable Sir,
Subscription I have the honour to be,
 Venerable Sir,
 Your most obedient servant,

BARON,

Superscription The Rt Hon. Lord
Commencement My Lord,
Subscription I have the honour to be,
 My Lord,
 Your Lordship's most obedient servant

BARONESS

Superscription The Right Hon. Lady
Commencement Madam,
Subscription I have the honour to be,
 Madam,
 Your Ladyship's most obedient servant

BARONET

Superscription Sir (first Christian name and surname), Bart
Commencement Sir,
Subscription I have the honour to be,
 Sir,
 Your most obedient servant

THE WIFE OF A BARONET.

Superscription. Lady*Commencement.* Madam,*Subscription...* I have the honour to be,

Madam,

Your Ladyship's most obedient servant,

BISHOP.*

Superscription. The Right Rev. the Lord Bishop of*Commencement.* My Lord Bishop,*Subscription...* I have the honour to be,

My Lord Bishop,

Your Lordship's most obedient servant,

NOTE. - The title of *Lord* is not conferred on Scotch, Colonial, Irish and Suffragan Bishops, they being addressed as *Rt. Rev. Sir*.

CANON.

Superscription. The Rev. Canon*Commencement.* Rev. Sir,*Subscription...* I remain,

Rev. Sir,

Your obedient servant,

CLERGYMAN.

Superscription. The Rev. (Christian name or initial, and surname),*Commencement.* Rev. Sir,*Subscription...* I have the honour to be,

Rev. Sir,

Your most obedient servant,

COUNTESS.

Superscription. The Rt. Hon. the Countess of*Commencement.* Madam,*Subscription...* I have the honour to be,

Madam,

Your Ladyship's most obedient servant,

* If a Bishop or other clergyman possesses the title of *Rt. Hon.* or *Hon.*, such title is prefixed to his clerical one.

Example: The Rt. Hon. and Rt. Rev. the Lord Bishop of

COUNCILLOR

A Councillor is addressed as *Mr. Councillor* & *cousin*, and the same with regard to an Alderman.

EXAMPLES — Mr. Councillor West
Mr. Alderman Green

COUNTY COURT JUDGE.*

Superscription His Honour Judge
Commencement Sir,
Subscription I remain,
Sir,
Your obedient servant,

DEAN

Superscription The Very Rev. the Dean of.
Commencement Very Rev. Sir,
Subscription I have the honour to be,
Very Rev. Sir,
Your obedient servant,

DUKE

Superscription His Grace the Duke of . . .
Commencement My Lord Duke,
Subscription I have the honour to be
My Lord Duke,
Your Grace's most obedient servant,

DUCHESS

Superscription Her Grace the Duchess of . . .
Commencement Madam,
Subscription I have the honour to be,
Madam,
Your Grace's most obedient servant,

* In addressing a County Court Judge in the French the term *Your Honour* is employed

THE TYPISTS' MANUAL.

DOCTOR OF DIVINITY.

Superscription. The Rev. (Christian name or initials, and surname), D.D.,
Commencement. Rev. Sir,
Subscription.... I have the honour to be,
Rev. Sir,
Your most obedient servant,

DOCTOR OF MEDICINE.

Superscription. (Christian name or initials, and surname), Esq.,
M.D.
Commencement. Sir,
Subscription.... I remain,
Sir,
Yours faithfully,

DOWAGER.*

Superscription. The Rt. Hon. the Dowager Countess of
Commencement. Madam,
Subscription. I have the honour to be,
Madam,
Your Ladyship's most obedient servant,

EARL.

Superscription. The Rt. Hon. the Earl of
Commencement. My Lord,
Subscription. I have the honour to be,
My Lord,
Your Lordship's most obedient servant,

JUDGE.†

Superscription. The Hon. Mr. Justice
(or if a Knight) The Hon. Sir
Commencement. Sir,
Subscription.... I remain,
Sir,
Your most obedient servant,

* The word *Dowager* is added in addressing the Widow of a nobleman.
† A Judge is addressed on the Bench as *My Lord*.

KING OR QUEEN

<i>Superscription.</i>	To the King's most Excellent Majesty; or, To the Queen's most Excellent Majesty
<i>Commencement.</i>	Sir (or Madam), May it please Your Majesty.
<i>Subscription.</i>	I have the honour to be, Sir (or Madam), Your Majesty's most devoted subject.

KING'S COUNCIL.

<i>Superscription.</i>	Esq., K.C.,
<i>Commencement.</i>	Sir,
<i>Subscription.</i>	I remain, Sir, Your obedient servant.

KNIGHT.

The same as a Baronet, but, of course, omitting Dart

LORD CHANCELLOR

<i>Superscription.</i>	The Rt. Hon. the Lord High Chancellor,
<i>Commencement.</i>	My Lord,
<i>Subscription.</i>	I have the honour to be, My Lord, Your obedient servant,

LORD CHIEF JUSTICE.

<i>Superscription.</i>	The Rt. Hon. The Lord Chief Justice of England, (or) The Rt. Hon. Sir Lord Chief Justice of England.
<i>Commencement.</i>	My Lord,
<i>Subscription.</i>	I have the honour to be, My Lord, Your Lordship's most obedient servant

LORD LIEUTENANT OF IRELAND.

Superscription. If a Duke, *His Grace*, and begin and end as a Duke.

If not a Duke, His Excellency the Lord Lieutenant of Ireland,

Commencement. Sir,

Subscription.... I have the honour to be,

Sir,

Your Excellency's most obedient servant,

LORD MAYOR.

Superscription. The Rt. Hon. the Lord Mayor of London (or York).^{*}

Commencement. My Lord,

Subscription.... I have the honour to be,

My Lord,

Your Lordship's most obedient servant,

LORD MAYOR'S WIFE.

Superscription. The Rt. Hon. the Lady Mayoress of.. ..

Commencement. Madam,

Subscription.. I have the honour to be,

Madam,

Your Ladyship's most obedient servant,

LORD PROVOST (Scotland).

Superscription. The Hon. the Lord Provost of.....

Commencement. My Lord,

Subscription.... I have the honour to be,

My Lord,

Your Lordship's most obedient servant,

NOTE. --The wife of the Lord Provost has no title.

^{*}It is only the Lord Mayors of London and York who are entitled to the prefix *Rt. Hon.*

MARQUIS.

<i>Superscription</i>	The Most Hon. the Marquis of... .. (or) The Most Noble the Marquis of .. .
<i>Commencement</i>	My Lord Marquis,
<i>Subscription</i>	I have the honour to be, My Lord Marquis, Your Lordship's most obedient servant,

MARCHIONESS.

<i>Superscription</i>	The Most Hon. the Marchioness of .. .
<i>Commencement</i>	Madam,
<i>Subscription</i>	I have the honour to be, Madam, Your Ladyship's most obedient servant,

MAYOR.

<i>Superscription</i>	The Rt. Worshipful the Mayor of
<i>Commencement</i>	Sir,
<i>Subscription</i>	I have the honour to be, Sir, Your Worship's most obedient servant,

MEMBERS OF THE HOUSE OF COMMONS

Have M.P. added to their usual titles

Example Esq., M.P.

MILITARY AND NAVAL OFFICERS.

Their rank is prefixed to their other title (if any), as

General Sir

Captain R.N.*

OFFICERS OF STATE

Are addressed as *The Rt. Hon.*

Example :—To the Rt. Hon.,

His Majesty's Principal Secretary of State for.....

PRINCE OR PRINCESS.

Superscription. To His (or Her) Royal Highness.

Commencement. Sir (or Madam),

May it please Your Royal Highness,

Subscription.... I have the honour to be,

Sir (or Madam),

Your Royal Highness' most humble servant,

PRIVY COUNCILLOR.

Superscription. The Rt. Hon.

Commencement. Sir,

Subscription. Your obedient servant.

VISCOUNT.

Superscription. The Rt. Hon. Viscount.....

Commencement. My Lord,

Subscription.... I have the honour to be,

My Lord,

Your Lordship's most obedient servant

VISCOUNTESS.

Superscription. The Rt. Hon. Viscountess.....

Commencement. Madam,

Subscription. . I have the honour to be,

Madam,

Your Ladyship's most obedient servant,

Roman Notation.

I. = 1	XV = 15	XC. = 90
II. = 2	XVI = 16	C. = 100
III. = 3	XVII = 17	CI. = 101
IV or IIII = 4	XVIII = 18	CXX. = 120
V. = 5	XIX = 19	CC. = 200
VI. = 6	XX = 20	CCC. = 300
VII = 7	XXI = 21	CCCC or CD = 400
VIII. = 8	XXA = 30	D = 500
IX = 9	XL = 40	DC = 600
X = 10	L = 50	DCC = 700
XI = 11	LX = 60	DCCC = 800
XII = 12	LXX = 70	DCCC = 900
XIII = 13	LXXA = 80	M = 1000
XIV = 14		

It will be observed from the above system of Roman Notation, that if a given letter is *followed* by one or more of *equal* or *less* value, the sum of such letters represents the value, but if, on the other hand, it is *preceded* by one of *less* value, the difference between the two represents the value.

REVIEWS OF "THE TYPISTS' MANUAL."

Pitman's Phonetic Journal.—"In its improved and enlarged form, doubt that Miss Collins' 'Typists' Manual' will find an extended usefulness."

The Reporters' Journal.—"Heywoods, of Manchester, have just published a further edition of Miss Collins' 'Typists' Manual,' and the fact that this edition has been called for is a testimony of its excellence."

Reporters' Magazine.—"This manual is an elementary text-book for common students, and we are glad to note that it is an exhaustive treatise of the system." In fact, Miss Collins, as a practical teacher, puts the touch system very front of her excellent little book."

L.P.S. Quarterly Journal.—"A useful work of reference to the practical teacher, as well as an instruction book for the beginner."

Sheffield Independent.—"There is no doubt that with such an ever-increasing demand for typewriting, a concisely arranged and carefully prepared handbook, written by a writer of eminent proficiency in the work, is a most desirable addition to the educational literature of the day."

Educational News.—"This book is a most serviceable and timely one, and does great credit to Miss Collins' good sense, technical skill, and capacity as a teacher."

